

DCFS Glossary

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2PEN

A non-specific file number generated by the Emergency Response Command Post (ERCP) identifying a placement case that is transferred from ERCP directly to a regional Family Maintenance and Reunification (FM&R) or generic (G) file.

317(e) Claim

A type of claim filed by the attorney representing the child in a dependency action. The claim contains a statement of injury to a dependent child and, in some cases, the person or entity which has caused the injury. The claim is filed with the Presiding Judge of the Dependency court who appoints an attorney to represent the child or assigns the claim to the Los Angeles County Bar Tort Panel. See "Non-Dependency Court Litigation."

A

AAC Program

See "Aid for the Adoption of Children (AAC) Program."

AAP

See "Adoption Assistance Program (AAP)."

AAP-Eligible Child

See "Adoption Assistance Program (AAP)-Eligible Child."

Abuse

See "Child Abuse."

Abuse in Out-of-Home Care (PC 11165.5)

Physical injury on a child which is inflicted by other than accidental means, or sexual abuse or neglect, or unlawful corporal punishment or injury, or the willful cruelty or unjustifiable punishment of a child (see definition), where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other

institution or agency. See "Child Abuse," "Accidental Means," "Sexual Abuse," "Neglect," "Corporal Punishment," "Injury," "Willful Cruelty," and "Unjustifiable Punishment."

Accepted for Response Referral

Same as "Accepted for In-Person Investigation Referral."

ACE System

See "Assistance to Children in Emergency (ACE) System."

Acquired Immune Deficiency Syndrome (AIDS)

The most serious medical complications of infection with the human immunodeficiency virus (HIV). AIDS infects and damages white blood cells, called "helper" T-cells, which are important to the immune system and the body's defense against infection. In order for a person to be diagnosed as having AIDS, the virus and damage to the immune system must be present.

Additional Services Documentation Folder

See "Model Case Format."

Adjudication Hearing

See "Hearings."

Adopting Parent

A person who has filed a petition to adopt a child who has been in the person's physical care. See "Prospective Adoptive Parent."

Adoption

A legal process in which a child is freed from his or her birth parents by relinquishment, consent or termination of parental rights and placed with applicants who have been approved to take a child into their own family and raise as their own with all of the rights and responsibilities granted thereto including, but not limited to, the right of inheritance. Adoption terminates any inheritance from the parents or other relatives to the child unless they make specific provision by will or trust; the child legally inherits from his or her adoptive parents. The adoption of an American Indian child terminates inheritance from the biological parents or other relatives to the child; however, any rights or benefits the child has or may be eligible for as a result of his or her status as an American Indian are unaffected. (Title 22, California Administrative Code, Division 2, Chapter 3, Subchapter 4).

Adoption Assessment

The process of gathering, evaluating and documenting information relevant to the appraisal of a child's adoptability.

Adoption Assistance Program Agreement

An individualized negotiated agreement between the adoptive parents and the state or county adoption agency based upon the particular needs of the child being adopted.

Adoption Assistance Program (AAP)

A mandatory statewide program that provides financial support to families in order to facilitate the adoption of children who would otherwise be in long-term foster care. The intent of this program is to remove limited

financial resources as a barrier to adoption.

Adoption Assistance Program (AAP)-Eligible Child

A child who meets the eligibility criteria defined in WIC Section 16120, i.e., a child whose adoption without financial assistance would be unlikely due to one or more of the following factors:

1. Age (three years or older)
2. Ethnic background, race, color or language
3. Mental, physical, emotional or medical handicap
4. Adverse parental background (see definition)
5. Membership in a sibling group which should remain intact.

Adoption Fee

The fee for services, including the home assessment, which the Department provides to adoptive applicants/petitioners.

Adoption Folder

See "Model Case Format."

Adoption Home Study

See "Applicant Assessment."

Adoption Service Provider (ASP)

Any of the following:

1. A licensed private adoption agency.
1. In California, an individual who has presented satisfactory evidence to the State that he or she is a licensed clinical social worker who also has a minimum of five years experience providing professional social work services while employed by a licensed California adoption agency or the State.
2. In a state other than California, an adoption agency licensed or otherwise approved under the laws of that state, or an individual who is licensed or otherwise certified as a clinical social worker under the laws of that state.
3. Independent legal counsel may serve as an ASP if, after attempting to contact at least three Asps within California, they have been unsuccessful in obtaining the services of an ASP who is reasonably available (i.e., available within five days for an advisement of rights pursuant to Family Code Section 8801.5, or within 24 hours for the signing of the placement agreement. In addition, the ASP must practice within 100 miles of the birth mother and be available for a cost not exceeding \$500).

Adoptive Parent

A person who has obtained an order of adoption.

Adverse Decisions by the Court

There are two categories of "adverse decisions by the court." They are:

1. An order which is contrary to a Department of Children and Family Services (DCFS) recommendation and/or which DCFS believes places the child at risk.

2. An order which is contrary to DCFS policy, regulations, and/or one for which DCFS has no funding, resource, or provision

Adverse Parental Background

In the context of the Adoption Assistance Program (AAP), any factor or combination of factors, including but not limited to, a history of incest or other sexual abuse; a history of mental or physical illness within the biological family; severe neglect, mental or physical abuse by birth parent(s) or other caretaker(s), which could result in mental, physical or emotional handicaps.

AFDC-FC

See "Aid to Families With Dependent Children-Foster Care."

AFDC-FG

See "CalWORKs."

Agency Adoption

The adoption of a child in which DCFS, an agency licensed by the California Department of Social Services (CDSS), is a party to or joins in the petition for adoption.

Agency Adoption Applicant

The prospective adoptive parent(s) in an agency adoption.

Aid for the Adoption of Children (AAC) Program

An adoption assistance program on behalf of special needs children whose assistance agreements were executed prior to October 1, 1982.

Aid to Families with Dependent Children-Foster Care (AFDC-FC)

Foster care financial assistance paid on behalf of children in out-of-home placement who meet the eligibility requirements specified in applicable state and federal regulations and laws. The program is administered by DCFS.

AIDS

See "Acquired Immune Deficiency Syndrome."

AIDS-Related Complex (ARC)

A term used prior to October 1988 to describe various conditions in which an HIV-positive person showed some symptoms of HIV infection but not the opportunistic infections, which define, AIDS. It was made obsolete by the federal Centers for Disease Control and Prevention (CDC) classification system (see "Classification of Pediatric HIV Infection").

Allegation of Abuse in Out-of-Home Care

In the context of investigating claims of abuse and/or neglect in out-of-home care, a statement, claim or declaration asserting abuse, neglect, exploitation or violation of CCLD licensing standards.

Alleged Father

See "Father."

ALS

See "Auxiliary Legal Services (ALS)."

Amended Petition

See "Petition."

Ancillary Expenses

See "Pro Bono Orthodontia Program."

Antibodies

Proteins generated by the body's immune system in response to natural infection, immunization or other foreign substances (e.g., toxins). Antibodies made by the immune system following normal immunizations are "protective" in that they create an immunity to the virus or bacteria in the vaccine. Several types of HIV antibodies are produced by the body's immune system when it is infected with HIV. Some are protective, while others accelerate the disease process.

Anticipatory Guidance and Support

See "Hub Services: King/Drew Medical Center."

Antigen

An enzyme, toxin or other substance to which the body reacts by producing antibodies.

Appeal

In the context of court decisions, the process by which any legal party to a court action requests a review of a trial court's decision by a higher court.

Appearance Hearing

See "Hearings."

Appellate Attorney

For DCFS, the County Counsel who represents DCFS in the Appellate Court when an appeal is filed by a legal party in a Dependency Court action. The appellate attorney is also responsible for filing writs for DCFS. An appeal/writ can be filed by any legal party to a Dependency Court action, including parent(s), legal guardian(s), a child, or their counsel, or County Counsel (on behalf of DCFS).

Applicant

In the context of adoption, a person who has submitted to a licensed adoption agency (e.g., DCFS) a written application to adopt a child and who is being considered by that agency for the adoptive placement of a child.

Applicant Assessment

The social investigation, study and preparation of a family who wishes to adopt. This includes visits to the home; interviews with family members; criminal and child abuse background checks; verification of

employment and income; and an assessment of the applicant's family, mental, emotional, medical and marital history. Formerly known as Adoption Homestudy.

Applicant Folder

See "Model Case Format."

Application

In the context of AFDC-FC, a written request (SAWS 1), Application for Cash Aid, Food Stamps, and/or Medi-Cal/State CMSP) for foster care on behalf of a child who has been placed in out-of-home care.

Application for Order for Publication of Citation

The document used to request the Dependency court's approval to cite the absent parent(s) to a WIC 366.26 hearing through newspaper publication.

Approval of CSW Self-Directed Training Funds Requests

See "Children's Social Worker (CSW) Self-Directed Training."

Approved Adoptive Family

An individual or couple who has been studied and approved by a licensed adoption agency (e.g., DCFS) to adopt a child.

APPS

See "Automated Provider Payments System."

ARC

See "AIDS-Related Complex."

Arraignment/Detention Hearing

See "Hearings."

ASP

See "Adoption Service Provider."

ASPS

See "Automated Special Payments System."

Assessment (Adoption)

See "Adoption Assessment."

Assessment (Generic)

The process of gathering, evaluating and documenting information, e.g., the level of risk to the child, the truth of the allegations of neglect or abuse, an appraisal of the need for services for the child and the family, etc.

Assessment Factor

In the context of adoption home study procedures, a factor used by a licensed adoption agency to assess an applicant's suitability to become an adoptive parent, such as the applicant's motivation to adopt; the

applicant's family, mental, emotional, medical, marital, financial, and employment history; and, if applicable, any criminal and child abuse history.

Assignment Desk

Any desk where DCFS cases are assigned to CSWs. This may include the Opening and Transfer Desks.

Assistance to Children in Emergency (ACE) System

The statewide tracking system developed to register, verify an episode and establish the Not to Exceed (NTE) date of Emergency Assistance (EA) recipients.

At-Risk/High-Risk Children

In the context of Acquired Immune Deficiency Syndrome (AIDS), children whose high-risk behaviors/medical histories or those of their parents expose them to the risk of HIV infection.

High-risk behaviors include: sharing needles with HIV-infected persons in activities such as intravenous (IV) injections; tattooing; ear-piercing; "blood brother" rituals; or, certain satanic rites and sexual activities involving exposure to the semen or blood of HIV-infected persons.

Parental high-risk behaviors/medical histories put a child at risk primarily through the danger of maternal transmission of HIV from an infected mother to the fetus during pregnancy or birth. In addition, transmission from an infected mother to the child can occur, at a rate of up to 20%, through breast-feeding.

High-risk medical histories are blood or blood products transfusions or tissue transplants received prior to June, 1985.

The major categories of individuals who should be tested for HIV are:

1. Adolescents with the following histories: chronic runaway, prostitution, intravenous drug use, unsafe sexual practices, multiple sexual partners, sexually-transmitted disease, sexual partner who is high-risk or HIV-positive, or being the parent of an HIV-positive child. Also, an adolescent who, after a discussion of his or her personal risk factors, expresses interest in HIV testing should be tested.
2. Persons with signs or symptoms suggestive of immune deficiency or dysfunction, including infants being tested for congenital "TORCH" (toxoplasmosis, rubella, cytomegalovirus, and herpes) infections and patients with: opportunistic infections (see definition); recurrent severe bacterial infections; TB; very high levels of immunoglobulin; unexplained, progressive wasting, myopathy, nephritis, hepatitis, carditis, or neurologic disease; or laboratory evidence of T-cell deficiency or dysfunction.
3. A symptomatic persons at high-risk for HIV exposure, including children born to HIV-positive or high-risk parents; recipients of blood or blood products, transfusions or tissue transplants in a country where HIV screening was not performed at the time of the procedure.
4. Potential donors for blood, bone marrow, tissue or solid organ transplants.

Attached Applicant

A foster parent or relative who has applied to adopt the child residing in his or her care. (S)he is considered to be "attached" to the child because of an existing relationship.

Attached Child

A child for whom adoption is the identified permanent plan and who is in out-of-home placement with a relative or foster caregiver who intends to adopt the child.

Attachment

A relatively enduring affectional bond between two individuals, over time, in response to familiarity and caregiving. There is an innate tendency to seek proximity and make an attachment to a differentiated individual who is generally seen as stronger and wise. This explains its occurrence and continuance even in situations of abuse and/or neglect (Bowlby, 1980).

Attachment Behavior

Patterns of behavior such as calling or clinging, in the young, to more sophisticated methods, as telephoning when older, which enable a person to attain some manner of contact with another (Bowlby, 1980).

Attempted Response

A reasonable but unsuccessful effort to have in-person contact with all children alleged to be abused, neglected or exploited and an adult who has information regarding the allegation(s).

See "Completed Response."

Attorney/Client Privileged Information

That confidential information that is exchanged between all levels of staff and County Counsel or any personnel or agent working on behalf of the County Counsel. All written and verbal communications with County counsel, where legal advice is given, are confidential and should not be disclosed to any non-county staff.

Auditors Warrant Inquiry System

The system that provides payment history information for CalWORKs clients.

Authorization Date (EA)

The date the EW authorizes assistance and/or services, under the specified Emergency Assistance (EA) program regulations. Authorization of assistance (EA) must take place within 30 calendar days after the date of EA application.

Automated Provider Payments System (APPS)

A system that tracks all foster care paid placement authorizations received from the Child Welfare Services Case Management System (CWS/CMS) that includes the following: issues the initial vouchers, computes the vendor payments and processes the information to the Foster Care Payment System for issuance of the foster care warrants and the ongoing vouchers to the providers.

Automated Special Payments System (ASPS)

A data entry system that tracks payment authorizations for designated services not directly related to providing foster care. These include Service Provider Payments such as funeral expenses (FEs), and severely emotionally

disturbed (SED) placement payments for children placed in group homes by the Department of Mental Health (DMH).

Auxiliary Legal Services (ALS)

A non-profit corporation that provides attorneys to the County Counsel's office. County Counsel and Auxiliary Legal Services are the recognized legal representatives for DCFS in matters brought before Dependency Court. See "County Counsel."

Note: CSWs must use care to distinguish ALS from Children's Law Center (CLC) of Los Angeles attorneys. See "Children's Law Center (CLC) of Los Angeles."

Auxiliary Services

See "Family Preservation Program (FPP)."

AWINS

See "Auditors Warrant Inquiry System."

B

Birth Father

See "Father."

Birth Mother

See "Mother."

Birth Verification

See "Vital Records."

Blood-Borne Pathogens

Disease-causing micro-organisms (e.g., viruses) that may be present in human blood. They may be transmitted with any exposure to blood or other potentially infectious substances. See "Universal Precautions."

Body Fluids

Includes blood, saliva, vomit, semen, urine and feces.

Bone Age Study

See "Vital Records."

Brain Death

Irreversible cessation of all functions of the entire brain, including the brain stem.

Business Hours

8:00 a.m. to 5:00 p.m., Monday through Friday, excluding County holidays.

C

CA 25, Supplemental Statement of Facts - Minor Parent

See "Teen Pregnancy Disincentive Program."

CAC

Community Advisory Council. See "Family Preservation Program."

CACI-DOJ

See "Child Abuse Central Index - Department of Justice."

California Child Care Resource and Referral Network

An organization established to:

1. provide child care information and referral services to parents who are looking for child care services;
2. provide technical assistance and training to potential providers and existing providers of care; and,
3. advocate for quality childcare.

California Children Services (CCS)

The California Children Services (CCS) is a branch within the California Children's Medical Services Branch. The Children's Medical Services Branch integrated CCS and Child Health and Disability Prevention programs. CCS coordinates and monitors medical services for Medi-Cal children with CCS-eligible conditions in order to assure they are provided with the highest quality of care available. The goal of CCS is to locate California children who may need specialized medical care and encourage families with children with physical disabilities to obtain necessary medical services to maximize their children's potential.

California Department of Social Services (CDSS)

The state agency in California responsible for aiding, servicing and protecting needy children and adults. At the same time, the Department strives to strengthen and encourage individual responsibility and independence for families. By managing and funding its programs, the objectives of the Department are carried out through the 4,200 employees located in 51 offices throughout the state, the 58 county welfare departments, offices and a host of community-based organizations.

California Department of Education (CDE) Child Care

Any child care and development program funded by the California Department of Education (CDE).

Most programs receiving CDE funds are required to give enrollment priority to abused and neglected children and to children who are at risk of abuse or neglect.

California Department of Social Services (CDSS) Ombudsman for Foster Care

CDSS staff who act as an independent forum for the investigation and resolution of complaints made by or on behalf of children placed in foster care and makes appropriate referrals.

Located at: 744 P St., MS 9-025, Sacramento, CA 95814

877-846-1602; Internet: www.fosteryouthhelp.ca.gov

California Law Enforcement Telecommunications System (CLETS)

A system to determine if the subject of an inquiry by DCFS, law enforcement, the District Attorney or any other appropriate inquiring agency possesses a criminal record. **DCFS may only request a CLETS clearance when related to child protective services issues.**

California Work Opportunity and Responsibility to Kids (CalWORKs)

California's welfare program for people who have children under 19 years of age. CalWORKs replaced the AFDC-FG/U program. The program provides money for children and the relatives caring for them. In addition, the program places new work and training requirements on most caregivers, and provides supportive services for job seeking.

Call-Back

In the context of the Child Protection Hotline, a return call made by a Child Protection Hotline (CPH) CSW in response to an overflow call in which the caller is reporting child abuse, neglect or exploitation. See "Overflow Call."

CalWORKs

See "California Work Opportunity and Responsibility to Kids (CalWORKs)."

CANS

See "Child's Attorney Notification Specialists (CANS)."

Caregiver

Any person living with a child who has responsibility for the care and welfare of the child.

Care Provider

See "Foster Care Provider."

CASA

See "Court-Appointed Special Advocate (CASA)."

Case

A basic unit of organization in CWS/CMS, created for each child in a referral found to be a victim of a substantiated allegation of child abuse or neglect. When allegations are substantiated, the referral is promoted to a case. Several children and adults can be linked together through related cases. A new case can be created without a referral such as when there is a probation placement case or a Kin-GAP case. Both of these cases are open to Revenue Enhancement for payment purposes only.

Case Activity Folder

See "Model Case Format."

Case Address

The address determined by Single Index Case Address rules. See "Service Address."

Case-Carrying Children's Social Worker (CSW)

The CSW to whom a case or active referral (see definitions) is assigned.

Case Plan

A written document which is based upon an assessment of the circumstances which required child welfare services intervention and in which the CSW identifies a case plan goal, the objective(s) to be achieved, the specific services to be provided and case management activities to be performed.

Case Plan Goal

The desired outcome of the case plan.

Case Plan Objective

A desired observable outcome (e.g., the child will attend school regularly or the parent will complete a substance abuse program). The case plan objective is part of the assessment that is incorporated by the CSW into the case plan. The CSW identifies a case plan goal, the objectives to be achieved, the specific services to be provided and the timeframe in which the objectives shall be met.

Case Plan Task/Activity

An assignment given to a case plan participant, for which (s)he is accountable and for which completion helps in achieving a specific case plan objective.

Case Plan Update

A written document, which contains changes, including updates to the information presented in the prior case plan. This includes specific information on the current condition of the child and family.

Case Planning

An activity, in which the CSW and the child and/or his or her family mutually identify a specific goal, the specific services to be used in resolving identified problems, and service delivery methods.

Case Reassignment

The transfer and reassignment of case responsibility within or between offices and regions or from one CSW to another CSW due to a change in service component type (e.g., ER, FM&R, PP, Voluntary Services).

Case Segment Folders

See "Model Case Format."

Case Transfer

The transaction which moves a case from one office to another within a region, from one office to another between regions, or between a regional office and Adoptions Division in order to enhance the service delivery to families and children. Reasons for case transfers between offices may include, but are not limited to, the relocation of the custodial parent and the change of address of the youngest child served in a PP case.

Caseload Court Calendar Report

In the context of dependency court hearings, a report generated from CWS/CMS that provides the social worker or supervisor with a schedule of court hearings for a specified caseload. This report functions primarily as a hard copy calendar for the social worker.

CCLD

See "Community Care Licensing Division."

CCS

See "California Children Services."

CDSS

See "California Department of Social Services."

Certificate

See "Vital Records."

Certificate of Finding of Unknown Child

See "Vital Records."

Certified Certificate

See "Vital Records."

Certified License Pending Home

A home which has applied to CDSS' Community Care Licensing Division (CCLD) for a foster family home license and has met the criteria for certification as documented by a social worker or probation officer for placement of a specific child pending CDSS CCLD issuing a license.

CFPN

Community Family Preservation Network. See "Family Preservation Program."

Change of Order Petition

See "Petition."

Characteristics

The assessed strengths and needs of an individual which qualifies or disqualifies an individual to adopt or to have a child placed in his or her home according to state regulations. The assessment process is completed at all

levels of child welfare.

CHDP

See "Child Health and Disability Prevention (CHDP) Program."

CHDP Informing

The process by which the caregiver is informed of the availability of CHDP services and periodicity.

See "Child Health and Disability Prevention (CHDP) Program."

Check

A regionally issued written order directing a bank to pay money to a client caregiver.

Checkwriting Handbook

The Departmental handbook developed to provide procedures for the issuance of emergency checks in the regional offices.

Child Abuse [CDSS MPP 31-002(c)(8)]

The non-accidental commission of injuries against a person. In the case of a child, the term refers specifically to the non-accidental commission of injuries against the child by or allowed by a parent(s)/guardian(s) or other person(s). The term also includes emotional, physical, severe physical, and sexual abuse as defined in Sections 31-002(c)(8) (A) through (D).

1. "Emotional abuse" means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse.
 2. "Physical abuse" means nonaccidental bodily injury that has been or is being inflicted on the child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165.3 and .4 as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury."
 3. "Severe physical abuse" means any single act of abuse which causes physical trauma of sufficient severity that, if left untreated, it would cause permanent physical disfigurement, permanent physical disability, or death; any single act of sexual abuse which causes significant bleeding, deep bruising, or significant external or internal swelling; or repeated acts of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness.
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1. "Sexual abuse" means the victimization of a child by sexual activities, including, but not limited to, those activities defined in Penal Code Section 11165.1(a)(b)(c). See "sexual assault" and "sexual exploitation."

Child Abuse Central Index - Department of Justice (CACI-DOJ)

An automated child abuse index within the Department of Justice (DOJ) listing names and other identifying information compiled from child abuse reports submitted to DOJ by mandated child abuse reporting agencies which maintain information regarding allegations of abuse and/or neglect.

Child Care

Non-medical care and supervision of children under 13 years of age for less than 24 hours per day. Quality child care may be a respite from a chaotic home environment or therapeutic, to resolve problems caused by child abuse and neglect. Childcare may be provided for children 14 to 18 years old if they are mentally retarded,

hearing impaired, deaf, speech impaired, visually handicapped, seriously emotionally disturbed or orthopedically impaired. See "Family Preservation Program." See Child Care Resource Center (CCRC)."

1. Child Care Center

Any child care facility other than family childcare home, including infant centers, preschools and extended day care facilities.

2. Child Care Provider

A person who has been approved to provide childcare services. Childcare may be provided by licensed facilities as well as persons exempt from licensure.

3. Child Care Services

Services for children in need of socialization and whose parents or guardians work, attend school and require help with childcare. In the FPP this services will be provided by the Community Family Preservation Network (CFPN) via linkage, or under separate allocation of child care funds. See "Child Care."

4. Mandated Reporter (PC 11165.7)

A teacher, an instructional aide, a teacher's aid, or a teacher's assistant employed by any public or private school who has been trained in the duties imposed by the Child Abuse and Neglect Reporting Act (CANRA), if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by CANRA, if the school has so warranted to the State Department of Education; an administrative officer, supervisor of child welfare and attendance, or certified pupil personnel employee of any public or private school; an administrator of a public or private day care; a licensee, an administrator, or an employee of a licensed community care or child day care facility; Head Start teacher; a licensing worker or licensing evaluator; public assistance worker; an employee of a child care institution including, but not limited to, foster parents, group home personnel and personnel of residential care facilities; a social worker or a probation officer or any person who is an administrator or presenter of, or counselor in, a child abuse prevention program in any public or private school.

5. Sectarian Child Care

Furnished through an organization or provider that engages in religious conduct or activity. This type of care is only available through the Federal Block Grant program.

Child Health and Disability Prevention (CHDP) Program

California's version of the federal health care program called Early and Periodic Screening, Diagnosis and Treatment (EPSDT). It provides comprehensive medical, mental health and dental diagnostic and treatment services for all Medi-Cal eligible persons aged newborn to 21 years who request them. States are required to inform the families of eligible children about CHDP; assist with referral and transportation to providers; and, follow-up to ensure that necessary diagnostic and treatment services are provided. See "Hub Services: King/Drew Medical Center."

1. Child With Special Health Care Needs (CWSHCN)

A child adjudged a dependent of the court pursuant to Section 300 of the Welfare and Institutions Code who has a medical condition which requires specialized in-home health care that may be provided by non-medical personnel, such as a foster parent trained to provide this care. It also includes those CWSHCN

who have been voluntarily relinquished by their parents and who require foster care pending their adoptive placement.

2. Confidential Screening/Billing Report (PM 160)

The form which records the results of the child's CHDP health assessment and is completed by the health care provider. On this form, the physician will indicate by a code (1 - 6) whether follow-up is necessary. A code of "1" means that no diagnosis or treatment is indicated or the child is now under care; "2" means that the results are questionable and a recheck has been scheduled; "3" means that a diagnosis has been made and treatment has been started; "4" means that the diagnosis is pending and a return visit has been scheduled; "5" means that the child has been referred to another examiner for diagnosis and/or treatment; and "6" means that the referral was refused. A copy of the PM 160 is given to the child's parent or guardian and another copy is sent to the local CHDP office. The PM 160 is also used for billing purposes.

3. Dental Examination

An examination which includes, but is not limited to, dental inspection of the teeth for signs of infection; gross abnormalities; malocclusions (improper alignment of the teeth); painful areas; inflammation of the gums; plaque deposits; and, decayed or missing teeth.

CHDP dental examinations are billed to Medi-Cal via routine Medi-Cal procedures.

4. Eligibility Criteria

CHDP provides health assessments and necessary follow-up care to Medi-Cal-eligible children up to age 21 and health assessments to low-income children (children whose families are not eligible for Medi-Cal, but whose income is less than 200% of the federal poverty level) up to age 19. In addition, CHDP provides the following services to low-income children, as follows:

a. Children Entering School

Children are eligible for one free CHDP health assessment to meet school entry requirements if they are within 200% of CalWORKs income standards and will enter the first grade within 18 months or have entered the first grade within the last 90 days.

By law, all children entering the first grade are required to have either a certificate of a CHDP health examination or a waiver on file at the school in which they enroll.

The CHDP program works with the Department of Education in administering and monitoring this requirement. CHDP helps low-income children to meet the requirement by providing them with a state-paid health assessment.

b. Head Start

Children in Head Start state preschool programs are eligible for regular health assessments while in these programs.

c. Low-Birth-Weight Infants

Babies born at or below 5 pounds, 8 ounces are eligible for six CHDP periodic health assessments through the first year of life, provided that these families are within 200% of CalWORKs income standards.

1. Equivalency Examination

A medical examination, which includes all, the component of a CHDP examination but is given by a physician who is not a CHDP provider.

2. High-Risk Child

In the context of CHDP, a child with one or more of the following conditions: A past significant medical problem or chronic illness; possible contagious disease; medication; and/or social problems (e.g., language barrier) which could conceal an unmet medical need.

3. Informing

The act of advising an eligible child's parent(s), guardian(s) or out-of-home caregiver about the availability of the CHDP program. For children in placement, initial informing is done verbally by the CSW through face-to-face contact with the out-of-home caregiver at the time a child is placed and in written form, by giving the caregiver a CHDP brochure.

Annual informing of CHDP is required only for non-CHDP participants (California Code of Regulations, Title 17, Subchapter 13, and Section 6824.b.2) and must be done in writing by giving a CHDP brochure to the out-of-home caregiver.

1. Medical Assessment

A CHDP medical examination (see definition) given to detect any medical problems and to assess the child's overall health.

2. Medical Examination

- a. A CHDP medical examination includes, but is not limited to, a complete health, nutritional and developmental history and assessment; a "head to toe" unclothed physical examination; a screening for vision, hearing and dental problems; tests for anemia, tuberculosis and abnormalities in the urine; additional tests or exams (e.g., sickle cell anemia or lead poisoning), if needed; and, necessary immunizations.
- b. Although an oral screening may be part of a medical examination, it does not substitute for examination through direct referral to a dentist.
- c. The CHDP medical examination is billed to the CHDP program. The physician uses form PM 160, Confidential Screening/Billing Report, supplied to all CDHP providers by the Department of Health Services (DHS).

1. Participant

A child enrolled in the CHDP program.

2. Provider

A physician or dentist who has agreed to participate in the CHDP program and is certified by the County Department of Health Services.

3. Provider Roster

A listing of physicians in the county of Los Angeles approved by CHDP to administer CHDP examinations.

The roster is used by DCFS staff to refer children to CHDP physicians and is also distributed to out-of-home caregivers.

4. Periodicity

The State's term for "frequency." The CHDP Periodicity Table shows the schedule of examinations required according to the child's age.

5. Scheduling Assistance

Providing the family or out-of-home caregiver with a copy of the CHDP Provider Roster or helping to locate CHDP providers.

1. Transportation Assistance

Linking the family/out-of-home caregiver with a dial-a-ride program, providing information about bus service, etc.

Child-in-Home (CIH)

A situation in which a child is residing outside of his or her own parent's or guardian's home in an unlicensed, nonexempt, non-certified home.

Child in Immediate Danger [CDSS MPP 31-002(11)]

A child whose health and safety are in jeopardy as described in WIC Section 305.

WIC Section 305

In pertinent part: when the social worker has reasonable cause to believe that the child is a person described in WIC Section 300, and, in addition, that the social worker has reasonable cause to believe that the child is in immediate need for medical care, in immediate danger of physical or

sexual abuse or the physical environment poses an immediate threat to the child's health or safety.

Child in Out-of-Home Care

A person who, under the jurisdiction of DCFS, is being provided care and supervision in an out-of-home care facility. See "Out-of-Home Care."

Child Legally Freed for Adoption

A child who has been relinquished for adoption by the parent, or whose parent has given consent for adoption and CDSS response has been received, or for whom the court has terminated parental rights (i.e., a 366.26 hearing), or for whom paternity is denied or there is a waiver of further notice of court proceedings.

Child Protection Hotline (CPH)

A mandated component of Emergency Response Services, administered by the Los Angeles County Department of Children and Family Services, Bureau of Child Protection. The CPH emergency response staff is responsible for assessing any referral, whether verbal or written, which alleges child abuse, neglect or exploitation to determine whether an in-person investigation and consultation is required. The CPH operates 24 hours a day, seven days a week.

Child Welfare Services (CWS) [Welfare and Institutions Code Section 16501(a)]

Public social services which are directed toward the accomplishment of any or all of the following purposes: protecting and promoting the welfare of children, including handicapped, homeless, dependent, or neglected children; preventing or remedying, or assisting in the solution of problems which may result in, the neglect, abuse, exploitation, or delinquency of children; preventing the unnecessary separation of children from their

families by identifying family problems, assisting families in resolving their problems, and preventing breakup of the family where the prevention of child removal is desirable and possible;

restoring to their families children who have been removed, by the provision of services to the child and the families; identifying children to be placed in suitable adoptive homes, in cases where restoration to the biological family is not possible or appropriate; and assuring adequate care of children away from their homes, in cases where the child cannot be returned home or cannot be placed for adoption.

Child Protective Services (CPS) Assessment

See "Teen Pregnancy Disincentive Program, The."

Child Welfare Services/Case Management System (CWS/CMS)

California's statewide-automated information system composed of multiple software applications that provide comprehensive case management functions.

Child With Special Health Care Needs

See "Child Health and Disability Prevention (CHDP) Program" and "Specialized Care Programs."

Child's Attorney Notification Specialists (CANS)

Support staffs who are responsible for providing the required notification to the child's attorney, as detailed in a blanket minute order issued by the Presiding Judge of the Dependency court.

Children's Law Center (CLC) of Los Angeles – Formerly known as Dependency Court Legal Services (DCLS)

A non-profit corporation whose attorneys represent children in dependency court matters. CLC consists of three separate law offices; each headed by a Law Office Director/attorney.

1. CLC Legal Interns

During the summer, CLC has law school students/paralegal under the supervision of CLC attorneys who will contact CSWs regarding a child's current status.

2. CLC Social Workers

Social workers and social work investigators who work on behalf of and as agents for CLC attorneys. CLC social workers advocate for parents and children under the direction of their assigned attorneys.

Chronic Health Condition

In the context of Aid for the Adoption of Children (AAC) Program benefits, one or more of the following conditions present at placement and of such nature as to make adoptive homes unavailable to the child without financial assistance:

1. Physical or mental disability present at birth or resulting from disease or injury;
2. Emotional disturbance; and

3. History of either injury prior to adoptive placement, physical disease or emotional disturbance which may manifest itself in some form of physical, mental or emotional disability after completion of the adoption.

CIH

See "Child-in-Home."

Claim Against the County

See "Non-Dependency Court Litigation."

Classification of Pediatric HIV Infection

The federal Centers for Disease Control and Prevention (CDC) has established a classification system to describe the stages of pediatric HIV infection. They are:

1. Class P-O: Indeterminate Infection

A transitional classification for HIV antibody-positive infants born to HIV-infected mothers. They are asymptomatic, too young for the IgA protein tests, and may simply have passively transferred maternal antibody. Once defined as HIV-infected, these infants should be reclassified as P-1 or P-2.

2. Class P-1: Asymptomatic Infection

Subclass A: Normal immune function

Subclass B: Abnormal immune function

Subclass C: Immune function not tested

3. Class P-2: Symptomatic Infection

Subclass A: Nonspecific findings

Subclass B: Progressive neuralgic disease

Subclass C: Lymphoid interstitial pneumonitis

Subclass D: Secondary infectious diseases

Subclass E: Secondary cancers

Subclass F: Other diseases possibly due to HIV infection.

CLC

See "Children's Law Center of Los Angeles:

CLETS

See "California Law Enforcement Telecommunications System."

Clinical Protocol

See "Hub Services: King/Drew Medical Center."

Closed Case

A DCFS case in which all segments have been terminated on CWS/CMS and Single Index and which the hard copy case has been sent to storage.

Clothing Allowance

Money issued via CWS/CMS to a foster caregiver to purchase clothing for a child who does not have sufficient and/or serviceable clothing at the time of initial placement or replacement. A clothing allowance can be issued only when a child is initially placed or when the child is removed from one foster placement (foster family home, relative, foster family agency (FFA) or group home) and placed in another. It cannot be issued for a child who is removed from one FFA-certified home to another certified home of the same FFA. It cannot be issued for a child who remains in the same home.

- Back to School Clothing Allowance (BTSCA)

This allowance is generated by CWS/CMS and is paid for those children receiving Schedules B, D, F and P in state-licensed foster family homes, small family homes, FFA certified homes and relative homes (Youakim cases). The BTSC allowance for an out-of-county/state placement may be paid only when the county/state in which the child is placed allows such an additional payment, **and** only in the amount allowed by that county/state. Children placed in group homes are **not** eligible for a BTSC allowance.

COBRA

See "Consolidated Omnibus Budget Reconciliation Act."

Collaboration

See "Healthy Start Support Services for Children Act."

Collateral Contacts

Contacts made to persons outside the immediate family to assist in assessing child endangerment and in formulating, implementing and evaluating the progress of a case plan. See "Contact."

Color

In the context of foster care and adoptive placement decisions, a person's skin pigmentation.

Commercial Film and Photographic Print Processor (PC 11165.1)

Any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a

person who develops film, or makes prints for a public agency.

Commissioners and Referees

Hearing officers appointed by the Presiding Judge of the Dependency court. Commissioners and referees have the same authority as a judge except that the orders/decisions of commissioners and referees may be reviewed by a judge upon a request for rehearing by any party in the case, unless all parties to the action have previously stipulated that a commissioner or referee is hearing the case as a judge-pro-tem (judge). There are technical differences between commissioners and referees but, for all intents and purposes, they are viewed as having equal authority.

Community

A place or a group of people having common characteristics which transcend place. Communities may be identified by (1) political and geophysical divisions, (2) a history of established neighborhood designations, (3) coalescence around common goals, and/or (4) cultural and other elements of identity, which transcend formal boundaries.

Community Advisory Council (CAC)

See "Family Preservation Program."

Community Care Facility

A specialized type of placement facility that provides care for children with special needs, such as behavioral, emotional or medical problems.

Community Care Licensing Division (CCLD)

The division within the California Department of Social Services (CDSS) responsible for licensing foster care facilities, i.e., foster family homes, foster family agencies, group homes and small family homes.

Additional responsibilities include investigating any reported incident of child abuse, neglect or exploitation in such facilities and/or violations of licensing standards.

Community Family Preservation Network (CFPN)

See "Family Preservation Program."

Community Treatment Facility

Any residential facility that provides mental health treatment services to children in a group setting and has the capacity to provide secure containment.

Companion Cases

Two or more cases which share **closely related facts**, but required the filing of separate petitions. Companion cases almost always begin in the Emergency Response phase.

Competency

In the context of foundational requirements for young children's statements in social studies, a child's capacity to understand the difference between a truth and a lie and to perceive, remember and communicate facts accurately, as determined by the court.

Competency of the Child at the Time of the Interview

The ability to express the information to be communicated and capability of understanding the duty to tell the truth.

Complainant

A Complainant can be a licensed foster parent, approved relative or non-relative extended family member caregiver, a legal parent, legal guardian or child OR a relative/non-relative extended family member who has been denied approval as a Family Caregiver Home.

Completed Response

In-person contact with all children alleged to be abused, neglected or exploited and an adult who has information regarding the allegation(s). See "Attempted Response."

Comprehensive Health Assessment

See "Hub Services: King/Drew Medical Center."

Comprehensive Services

See "Healthy Start Support Services for Children Act."

Computer Literate

Familiar with computer basics and able to use a computer.

Concurrent Planning

The simultaneous provision of Family Reunification (FR) services (see definition) and permanency planning (see definition).

Confidential Information

The names, photographs, addresses, recipient status, juvenile records, medical records, psychiatric records and all other information concerning the circumstances or identity of any individual for whom information is

obtained in the course of investigating or administering a child welfare services case. Due to statutory prohibitions, such information may only be released to specific persons or under specific circumstances. See also "Attorney/Client Privileged Information DCFS context," "Juvenile Records," and "Non-confidential Information."

Confidential Screening/Billing Report (PM 160)

See "Child Health and Disability Prevention (CHDP) Program."

Confidentiality

Entrusted with the confidence of another. The assurance that information is not disclosed to unauthorized persons, processes or devices.

Consent of Spouse Requirement

In the context of adoption home study procedures, a married person not lawfully separated from his or her spouse may not adopt a child without the consent of the spouse, provided that the spouse is capable of giving

that consent, as specified in the Family Code Section 9302. If the applicant is separated and a legal separation has not been granted, a waiver can be signed by the adopting spouse and non-adopting spouse (when the non-adopting spouse is available and capable of providing consent).

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Allows children who are federally eligible and residing out of state under the jurisdiction of the Los Angeles County Department of children and Family Services to have Medi-Cal issued in the state where they reside rather than in California, thereby allowing easier access to services.

Consultation

An activity in which one person or organization seeks the advice or expertise of another.

Consultation Call

In the context of the Child Protective Hotline (CPH), a call made by a person who wishes to speak with a social worker but is not ready/willing to report child abuse, neglect or exploitation. See "Reporting Call."

Contacts [CDSS MPP 31-002(20)]

In person, in writing or by telephone between the CSW and the child, parent(s), legal guardian(s), out-of-home caregivers and collateral's.

Contested Disposition Hearing

See "Hearings."

Continuance

The decision made by a Judicial Officer to re-schedule or postpone a hearing. The reason for a continuance is recorded by the County Clerk on the minute order.

Continuity of Care

In the context of protective services child care, the transferring of a family from one child care program for which the family is no longer eligible for subsidized child care, to another child care program for which they continue to be eligible, in an effort to maintain ongoing child care services.

Contract

A mutual agreement, usually written, between two or more persons in which each person is obliged to achieve some objective(s) as defined by the terms of such an agreement.

Control Log

A log which is used to control dates and data.

Coordination

In the context of a child welfare services case, an activity on the child's behalf in order to integrate the activities of county staff and third persons or organizations in solving a specific problem(s).

Core Team

In the context of the emancipation planning progress, the primary multidisciplinary assessment teams responsible for its assessment, case plan, and implementation. The team consists of the youth; care provider; ILP Coordinator (for youths 16 years of age and older); Emancipation Assistant, if appropriate;

and the CSW who will act as the lead member of the Core Team. See "Start Taking Action Responsibly Today (START) Unit."

Counsel of Record

The attorney whom the court has appointed as the legal representative for a party to a matter before the court. In DCFS child welfare services cases, these attorneys may be County Counsel, counsel appointed by the court from a panel of available attorneys, Children's Law Center (CLC) of Los Angeles staff or privately retained counsel.

Counseling

Services given as a form of intervention for the purpose of helping raise self-awareness and understanding, developing insight to problem solving, identifying goals and changing behavior. It may be provided to individuals, couples families and groups. In the context of a child welfare services case, included in the ongoing counseling process is the evaluation of progress in relationship to the case plan. Paid counseling must be provided by a state-licensed professional and may include those intern who are registered with the

Board of Behavioral Science Examiners (BBSE) and receiving clinical supervision from a licensed professional in accordance with BBSE requirements.

County Counsel

The attorney who represents DCFS in all matters brought before the dependency court. See also "Auxiliary Legal Services (ALS)," "Outside Counsel" and "Panel Attorneys."

Court-Appointed Special Advocate (CASA)

An officer of the court who advocates the individual needs and best interests of a child, and provides the court with written recommendations. Persons serving as CASAs are generally community volunteers who participate in a training program, after which they are appointed as an officer of the court to advocate on behalf of a child(ren). CASAs are also referred to as Child Advocates or Guardians Ad Litem (GAL).

Court Documents Folder

See "Model Case Format."

Court Documents Folder Grid

See "Model Case Format."

Court Processing Unit (CPU)

A unit receiving all minute orders from the court as well as alerts regarding transferred cases from the transfer desk in regional offices. Minute orders from pre-disposition court hearings are forwarded directly to Dependency Investigation. Minute orders for post-disposition hearings and alerts from transferred cases are given to the Word Processor primarily assigned to Court Calendar Control.

Courtesy Supervision

Supervision of a child by the county welfare department in a county which does not have legal jurisdiction for that child when the child resides with a foster care provider (related or non-related) in that non-jurisdictional county. Courtesy supervision is arranged by means of a formal agreement between the jurisdictional and non-jurisdictional counties.

CPH

See "Child Protection Hotline."

Criminal Clearance of Volunteers

See "California Law Enforcement Telecommunication System."

Crisis Intervention

The activities involved in determining the cause of a crisis, offering support to all family members, defusing the situation, and assessing the potential for harm to all family members.

Cross-Report(s)/Reporting [PC 11166(a)]

The verbal and written reports mandated by Penal Code Section 11166(a) of the Child Abuse and Neglect Reporting Act (CANRA). This section requires that mandated reporters, as defined by CANRA (i.e., police or sheriff's departments, county probation departments and county welfare departments), send cross-reports to one another on all referrals, except as specified, regarding alleged child abuse, neglect or exploitation. For DCFS, this means cross-reporting to the law enforcement agency, District Attorney and welfare department, which has jurisdiction over the location where the alleged incident occurred. It also means that CPH staff will receive and assess cross-reports from law enforcement and other county welfare departments.

Culture

In the context of foster care and adoptive placement decisions, the ideas, customs, skills and arts of a given people in a given period.

Custodial Parent

Refers to the parent with whom the child(ren) reside(s) (i.e., the parent with physical custody or primary physical custody).

CWS

See "Child Welfare Services."

CWS/CMS

See "Child Welfare Services/Case Management System."

D

Daily Supervision

In the context of the Adoption Assistance Program (see definition), an allowable cost factor that is covered by referring to the supervision provided to the child by the foster parent. This does not refer to respite care or baby-sitting costs.

DCFS Foster Family Home Coordinator

DCFS staff assigned to the regions who are responsible for recruiting foster homes, training applicants and completing the foster home evaluation prior to the placement of any DCFS children in the home.

DCFS Foster Family Home Development and Support Services

DCFS staff who are responsible for the recruitment, home evaluations, pre & post licensure training of foster family homes, as well as, provision of ongoing support to foster caregivers.

Located at: 3075 Wilshire Blvd. 2nd Floor, Los Angeles, CA 90010

213-639-4035; FAX: 213-639-1210

DCFS Healthy Start Liaison

See "Healthy Start Liaison."

DCFS Office of the Ombudsman

DCFS staff who facilitate resolution to issues, concerns and complaints.

Located at: 1373 Center Court Dr., Covina, CA 91724

888-889-9800; FAX: 626-859-2296

DCFS/OPC

See "Pro Bono Orthodontia Program."

DCFS Review Agent

The Review Agent conducts the Grievance Review Hearing. In accordance with CDSS Manual of Policies and Procedures (MPP) 31-020.511-.513, the Review Agent is a staff or other person not involved in the complaint; neither a co-worker nor a person directly in the chain of supervision of any of the persons involved in the complaint unless the Agent is the Director or Chief Deputy of the county; knowledgeable of the field and capable of objectively reviewing the complaint. The Review Agent for Los Angeles County, DCFS is the Manager, Appeals Section.

DCLS

See "Children's Law Center (CLC) of Los Angeles."

De Facto Parent

A person who is the current or recent caretaker of a child and who has been found by the court to have assumed on a day-to-day basis the role of a parent to the child, fulfilling both the child's physical and psychological needs for care and affection and who has assumed that role for a substantial period of time. Whether the person seeking de facto parent status is entitled to receive it depends on the particular individual and the unique circumstances of the case. The status of de facto parents does not entitle them to the same rights and responsibilities of parents or guardians. The de facto parent has the right to be present at dependency proceedings, to be represented by counsel and to present evidence. Although they are entitled to counsel, they do not have a right to court-appointed counsel. The court may appoint counsel or the de facto parent may retain private counsel. However, they do not have the right to reunification services, custody, or visitation and do not have the right to appeal a dependency court's findings regarding such services. Additionally, de facto parent status only applies after disposition and not for placement purposes. A de facto parent is regarded as a non-relative for placement purposes.

Death Certificate

See "Vital Records."

Declaration Regarding Due Diligence

The systematic efforts made by DCFS to locate a parent or guardian whose whereabouts are unknown. Due diligence is important to ensure that all legal notice requirements are met and to help ensure child welfare services are provided in accordance with the law. The term also refers to the report.

Default Hearing

See "Hearings."

Deferred Agreement

In the context of the Adoption Assistance Program (AAP), a signed agreement between the adoptive parent(s) and the State or county adoption agency wherein AAP benefits will not be effective on the date of adoptive placement but may be initiated at a future date at the family's request.

Deficiency

In the context of investigating allegations of abuse and/or neglect in out-of-home care, any failure to comply with any provision of the Community Care Facilities Act and/or regulations adopted by DCFS or CDSS CCLD pursuant to the Act.

Delayed Birth Certificate

See "Vital Records."

"Dennis H." Hearing

See "Hearings."

Dental/Psychological/Medical/School Reports Folder

See "Model Case Format."

Deoxyribonucleic acid

Any of various nucleic acids that are usually the molecular basis of heredity, and are commonly used in Paternity Testing.

Department of Children and Family Services (DCFS) Orthodontia Program Coordinator (DCFS/OPC)

See "Pro Bono Orthodontia Program."

Department of Health (DHS) Environmental Health Section

See "Unhealthy Living Conditions."

Department of Justice (DOJ)

Part of the California Office of the Attorney General. Among other responsibilities, DOJ maintains the Child Abuse Central Index (CACI) and completes criminal records checks.

Dependency Court Legal Services (DCLS)

See "Children's Law Center (CLC) of Los Angeles

Deprivation

See "Preponderance of Evidence Model (POEM)."

Detained Petition

See "Petition."

Detention Hearing

See "Hearings."

Developmental Services

Services provided by the Regional Centers, which include diagnostic evaluation, coordination or resources such as education, health, welfare, rehabilitation and recreation for persons with developmental disabilities. Additional services include program planning, admission to and discharge from state hospitals, court-ordered evaluations and consultation to other agencies.

Direct-Access Assignment

In the context of volunteers, an assignment that includes responsibility for face-to-face contact with and supervision of DCFS children.

Disabled Person

Any person who has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Discharge Planning

Making an assessment of the child's current needs and evaluating the options available to the child for his or her placement, care and supervision. This includes matching the child's needs with the caregiver best able to meet those needs.

Disposition Hearing

See "Hearings."

Disrobing a Child

The removal of the clothing of a child. Disrobing is done when the CSW has cause to believe the child is a victim of physical harm (see definition), to ascertain the existence of injuries to areas of the body covered by shoes or clothing. Changing a soiled diaper or soiled clothing is not considered "disrobing." See "Observe," "Rearranging clothing" and "Visual Examination."

DOJ

See "Department of Justice."

Do-Not-Refer Status

The suspension of DCFS placements into a facility when an investigation indicates problems and/or deficiencies that would be compounded by additional or newly placed children. The Foster Care Quality Assurance Investigation Unit will make such a status decision. Such status may be used when children currently placed in the facility are found not to be at risk and when problems and/or deficiencies may be easily corrected by the licensee within a reasonable time frame. See "Do-Not-Use Status."

Do-Not-Use Status

Status decision on a placement facility based on substantiated allegations from an investigation conducted by the Out-of-Home Care Evaluation Unit. The Foster Care Quality Assurance Investigation Unit will make such a status decision. When this status decision is made, all children in a specific placement are removed from the facility within a specified time period and no new placements may be made. Once a facility is placed on do-not-use status, it must go through the application process and be re-evaluated before any DCFS children may be placed.

Drug

See "Substance Abuse Testing."

Drug Test

See "Substance Abuse Testing."

Due Diligence Folder

See "Model Case Format."

E

EA

See "Emergency Assistance."

EAR

See "Emergency Aid Requisition."

Early Periodic Screening and Diagnostic and Treatment

The federal health program known in California as the "Child Health and Disability Prevention (CHDP) Program." See "Child Health and Disability Prevention (CHDP) Program."

Early Start to Emancipation Preparation (E-STEP)

The Department's approach, developed in collaboration with the California Community Colleges Foundation, to initiate the emancipation planning process for foster youth at age 14 years.

Eligible Facility [CDSS MPP 45-101(e)(1)]

A home that meets the requirements of the AFDC-FC program and in which an eligible child may be placed.

Emancipation

A legal process of freeing a child from the control of their parents before they reach the age of majority; in California it is 18 years of age. Upon emancipation, the child will be able to do certain things without parental consent, such as:

- Consent to medical treatment
- Apply for a work permit
- Enroll in school or college

Emancipation Assistant

A DCFS employee with experience as a DCFS-supervised youth who is a member of the Core Team, when appropriate. See "Core Team."

Emancipation Planning

The provision of specified services to enable youth in out-of-home care age 14 years or older to successfully develop competencies in areas that will enhance their passage to adulthood once jurisdiction or case status has terminated. At a minimum, these services include, but are not limited to:

1. development of basic academic knowledge and skills;
2. planning and achievement of career and/or vocational goals;
3. instruction in daily living skills;
4. instruction in basic survival skills;
5. instruction in interpersonal and social skills; and
6. participation in and completion of ILP or ILP-equivalent package of skill development services.

Emancipation planning services shall be provided to all foster youths age 14 years or older, whether the case plan goal is adoption, family reunification, legal guardianship or long-term foster care. Some form of emancipation planning shall occur even when the youth is physically or mentally unable to benefit from a traditional transitional independent living plan (TILP).

Emancipation Preparation Contract

A written agreement signed by the youth and care provider and countersigned by the CSW. It identifies the youth's perception of his or her needs, services to be provided to meet the identified needs, available resources, time frames and persons responsible for seeing that those services are accessed to meet the identified needs. The contract is updated on a quarterly basis.

Emancipation Station ('E' Station)

A centralized place in each DCFS region/field office for information gathering, information dissemination, and activities coordination for youth-specific, emancipation-related services and resources such as transitional housing, scholarships, job referrals, ILP referrals and information, master emancipation planning calendar, youth event activity transportation coordination and aftercare support.

EMC Referral

See "Emergency Medical Consent (EMC) Referral."

Emergency

See "Emergency Assistance (EA) Program."

Emergency Aid Requisition (EAR)

The DCFS 66-1, Emergency Aid Requisition (EAR), which is used to generate an office-issued check.

Emergency Assistance (EA) Program

Federally funded program as part of the TANF Block Grant. The program provides funding for children removed in an emergency. In the context of EA:

1. Assistance to Children in Emergency (ACE)

A statewide tracking system to register and verify an episode and establish the not to exceed (NTE) date of EA recipients.

2. Applicant

In order of preference, the parent (relative) or when the relative is unable or unwilling to apply on behalf of the child, the applicant may be the county worker (CSW or DPO).

3. Effective Date

Implementation of the EA program is September 1, 1993.

4. Emergency

The removal of a child from his or her home who is at risk of abuse, neglect, abandonment or exploitation

5. Episode

In the context of funding, one emergency up to a maximum of twelve months and limited to one episode per family during a 12-month period which begins at the start of the episode. Under the EA Program, per ACL 95-53, the EA eligibility for Child Welfare Services is not limited to one episode. Any new occurrence leading to a child removal will be eligible for a new episode. The child is a family of one. Additionally, also used to define the end of a period in which a child is under court jurisdiction on a WIC Section 300 petition.

6. Family

The child is a family of one.

7. Legal Resident Status

The relative's or child's resident status per the Immigration and Naturalization Service (INS).

8. List of Emergency Assistance Participants System (LEAPS)

A statewide tracking system developed to register, verify, and monitor EA recipients. Replaced by ACE in September 1994. However, this system is still used for audit/trail documentation.

9. Presumptive Eligibility (PE)

The authorization of EA services based on the probability of eligibility. EA services can be authorized as PE during the eligibility determination. When EA services are authorized as PE, the eligibility determination must occur within 90 calendar days of the date of application. **The EA application must be authorized within 30 days.**

10. Shelter Care

The placement status for children in foster care for the purpose of assessment as part of the child's case plan, for identification and placement into an appropriate long-term foster care situation. Such status concludes when the SCSW signs the case plan.

11. Social Security Number

The number assigned to a person by the Social Security Administration (SSA), a MEDs pseudo number obtained through the MEDs system for children, or a temporary number created by the EW for undocumented children only.

12. Welfare Number

Case number.

Emergency Medical Consent (EMC) Referral

A request from a licensed medical practitioner or facility for consent to provide emergency medical care to a child when parental/legal guardian consent is unavailable or has been refused.

Emergency Protective Order (EPO)

An ex parte temporary restraining order issued by the Superior Court following a determination by law enforcement that a child is in immediate danger of abuse by a member of a child's family or household. An EPO may exclude any parent, guardian or member of a child's household from the dwelling of the person having the care, custody, and control of the child. EPOs allow children to remain in their home while allegations of child abuse by the restrained parties are investigated and allow the non-offending parent time to seek assistance from Family Law Court. EPOs expire at the close of the second day of judicial business following the day of issuance. EPOs may only be extended by application to the appropriate court. See "Ex Parte Order," "Judicial Business Hours" and "Restraining Order."

Emergency Response Assessment (ERA) [CDSS MPP 31-002(e)(5)]

In the context of the Child Protection Hotline (CPH), an assessment of an emergency response referral (see definition) conducted by a social worker skilled in emergency response for the purpose of determining whether an in-person investigation is required.

Emergency Response Assessment (ERA) Case

A county welfare department is permitted to claim each completed emergency response protocol form (for DCFS, the CIS 100, Emergency Response Referral) as an ERA case when an emergency response referral (see definition) has been evaluated-out (see definition), with or without a referral to another community agency.

Emergency Response Command Post (ERCP)

The section of DCFS that performs Emergency Response In-Person Investigations (see definition) on referrals with immediate response times received after normal business hours.

Emergency Response In-Person Investigation [CDSS MPP 31-002(3)(6)]

A face-to-face response by an emergency worker skilled in emergency responses for the purpose of determining the potential for the existence of any condition(s) which places the child or any other child in the household at risk and in need of services and which would cause the child to be a person described in Welfare and Institutions Code Section 300(a) through (j).

Emergency Response Protocol [CDSS MPP 31-002(e)(7)]

The documented activities of the emergency response social worker necessary to determine whether or not an in-person investigation is appropriate. In DCFS, this activity has been centralized at the Child Protection Hotline

(CPH).

Emergency Response Referral [CDSS MPP 31-002(e)(8)]

A referral, which alleges child abuse, neglect, or exploitation as, defined by Penal Code Section 11165 et seq. and Division 31 regulations. An emergency response referral does not include inappropriate inquiries such as those regarding aid payments, Medi-Cal cards, etc.

Emergency Situation

See "Psychotropic Medication."

Emotional Abuse

See "Child Abuse."

Employment/Training Services

See "Family Preservation Program."

Environmental Health Section: Department of Health Services (DHS)

See "Unhealthy Living Conditions."

Episode

See "Emergency Assistance (EA) Program."

EPO

See "Emergency Protective Order."

EPSDT

See "Early Periodic Screening diagnostic and Treatment."

ERA

See "Emergency Response Assessment."

ERCP

See "Emergency Response Command Post."

'E'-Station

See "Emancipation Station."

E-STEP

See "Early Step to Emancipation Preparation."

Ethnicity

In the context of foster care and adoptive placement decisions, basic groups or divisions of mankind or of a heterogeneous population, as distinguished by customs, characteristics, common history, language, etc.

Evaluated-Out Referral

An emergency response referral (see definition) for which the emergency response protocol (see definition) has been completed by the Child Protection Hotline (CPH) and found to be not in need of an emergency response in-person investigation by a CSW. This terminology includes referrals of abuse, neglect or exploitation over which DCFS has no jurisdiction (e.g., children on military installations).

Ex Parte Order

An order made or granted for the benefit of one party only and without notice to or contestation by any person adversely interested.

Exemption From Licensure

A caregiver is exempt from licensure (i.e., not required to be licensed by CDSS CLD) for a child to remain in his or her home when:

1. (s)he is the child's relative (see definition), legal guardian or conservator; or,
2. s(he) is approved by a licensed adoption agency for the adoptive placement of the child, and the child is legally free for adoption, and the agency is providing supervision of the placement pending finalization of the adoption; or,
3. s(he) is selected as the placement for adoption by a birth parent and a petition for adoption has been filed by the prospective adoptive parents and is pending, and final decision on the petition has not been rendered by the court.

Exemption from licensure does not preclude a home from being licensed.

Exploitation [CDSS MPP 31-002(e)(11)]

Forcing or coercing a child into performing functions, which are beyond his or her capabilities or capacities, or into illegal or degrading acts. See "sexual exploitation."

Extended Child Care

Childcare provided before and after school for children in kindergarten through sixth grade.

F

FAD

See "Financial Authorization Document."

Family [CDSS MPP 31-002(f)(1)]

In the context of providing child welfare services, parents, adults fulfilling the parental role, guardians, children and others related by ancestry or marriage.

In the context of protective services, childcare, the number of adults and children related by blood, marriage, or adoption who comprise the household in which the child lives. When a child lives with an adult other than a birth or adoptive parent, the child is considered a family of one.

Family and Children's Services Trust Fund (FCSTF) Committee

A body made up of DCFS staff who review requests for funds submitted by CSWs on behalf of the children on their caseloads to pay for items and services the children need that cannot be provided through other readily available public or private sources.

Family Child Care Provider

A person who regularly provides care, protection and supervision of 12 or fewer children, in his or her own home, for periods of less than 24 hours per day, while the parents or guardians are absent.

Family Day Care Home

A childcare program in a family setting. Family day care homes regularly provide care, protection and supervision of 12 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are absent.

Family Fee

For Protective Services child care purposes, the parent co-payment based on family income and size determined from the fee schedule prepared and issued by the Child Development Division of the California Department of Education (CDE).

Family Group Decision-Making (FGDM)

A thoroughly studied, innovative social work tool that enables families, assisted by social workers, relatives and community members, to effectively plan and monitor the safety, protection and care of their children. FGDM establishes a conflict resolution model that other government and community agencies ultimately could adapt to their work with families. Implemented by DCFS in October 1998, FGDM seeks to empower families by engaging family members, friends, community specialists, and a trained facilitator in a "conference" where the family creates a plan to care for the child. There are three phases to the conference. During the first phase, family strengths and resources are discussed. In the second phase, the family meets privately to devise a plan utilizing the family resources to ensure the safety and protection of the child. Finally, the family presents its plan to the CSW, who consults with a supervisor to determine whether to approve the plan.

Family Maintenance (FM) Services

Child welfare services provided or arranged for by county welfare department staff in order to maintain the child in his or her own home. Activities are designed to provide time-limited, in-home protective services to prevent or remedy abuse, neglect or exploitation to prevent separation of children from their families. These services may be provided for six months and then may be extended for up to six more months.

Family Preservation Program (FPP)

An integrated, comprehensive, community-based approach to service delivery that ensures child safety while strengthening and preserving families who are experiencing problems in family functioning characterized by child abuse, neglect or exploitation. The goal of the program is to assure the physical, emotional, social, educational, cultural and spiritual development of children in a safe and nurturing environment. There is a myriad of services and programs available to the children and families being served by Family Preservation. The following is a partial list of services available through FPP.

1. Child Care Services

See "Child Care Services."

2. Community Family Preservation Network (CFPN)

A group of private and public service providers who network to ensure the provision of family preservation services within a specified Family Preservation Program (FPP) service/catchment area. CFPN oversees the development and implementation of the Multidisciplinary Case planning Committee (MCPC) Service Plan Agreement for each referred family.

1. Counseling

In the Family Preservation Program (FPP), counseling services will be provided by the Community Family Preservation Network (CFPN). See "Counseling."

2. Developmental Services

In the Family Preservation Program (FPP), these services will be provided by the Community Family Preservation Network (CFPN) through linkage. See "Developmental Services."

1. Employment/Training Services

Services that are provided to prepare families to be financially independent, including remedial education; employment preparation; provision of employment opportunities; referrals to job training programs, such as JTPA, GAIN, Job Corps and Urban League; assisting with support services, such as child care, transportation, and supplies; and, helping families to identify and remediate barriers to employment. In the FPP, the Community Family Preservation Network (CFPN) will provide these services through linkage.

2. Health Care Services

The services necessary to help families maintain optimal well being. This includes services that will: enable families to alleviate or prevent the conditions of a health problem; reduce the effects of an impairment or health care condition; referral and follow-up with CHDP or its equivalent private provider to ensure that the child(ren) receives the appropriate medical and dental examination and follow-up treatment in accord with the CHDP periodicity schedule and the DCFS medical protocol for documenting this system. In the FPP, these services are provided through linkage or purchased through the auxiliary fund if special equipment is required.

7. Housing Services

Services that include referring families to the Housing Authority of the City of Los Angeles and other community housing agencies for Section 8 Housing and/or access to special funding available for the Family Unification Demonstration Program; assisting families to obtain a housing specialist to advocate for suitable housing and space; assisting families to negotiate with landlords and referring families to legal resources for eviction problems; and, helping families to obtain financial aid for first and last months' rent. In the FPP, the CFPN will ensure that these services are provided through linkage or purchased through the auxiliary fund if special funds are required.

8. Lead Community Family Preservation Agency

The non-profit public or private agency that has been identified to coordinate a comprehensive range of family preservation services for a CFPN and to convene the CFPN's Multidisciplinary Case Planning Committee (MCPC), as appropriate. The lead agency contracts with DCFS to perform a variety of other functions as part of the FPP.

9. Linkage

Referral and follow-up based upon a negotiated protocol between organizations/agencies.

10. Multidisciplinary Case Planning Committee (MCPC) Meeting

A multidisciplinary personnel team which is formed by the CFPN to analyze and evaluate a FP family's functioning and to finalize and regularly assess the family's progress toward the goals and objective within the case plan, including the specific services to be provided. The MCPC is comprised of the network service providers and staff from DCFS, Probation, Health Services, Mental Health, Education and other agencies, as appropriate and as determined by CFPN lead agency staff. Meetings are face-to-face and occur at a location identified by the CFPN lead agency or convened telephonically, in emergency situations.

Multidisciplinary Case Planning Committee (MCPC) Service Plan (SP)

A case plan formulated for each FPP family at the time of referral and updated every 75 days. It is developed at the initial MCPC meeting and includes input from the family, DCFS, Probation, Mental Health, medical assessors, schools, child care providers, the CFPN and other agency staff.

11. Respite Care (Child) Services

Temporary placement services that provides for prearranged child care in settings other than the child's own home when a parent/guardian is absent or incapacitated and a determination has been made that temporary out-of-home care is in the child(ren)'s best interest. Respite care services are offered as part of service plan to allow temporary respite of parental duties, so that parent/guardian is able to fulfill other responsibilities necessary to improve or maintain the parenting function. Respite care services do not exceed 72 hours per session and are not provided for the purpose of routine, ongoing child day care. This service will be obtained by the CFPN referring the family to DCFS for placement.

Family Reunification (FR) Services

A child welfare services program of time-limited foster care services to prevent or remedy abuse, neglect or exploitation when a child cannot safely remain at home and needs temporary foster care while services are

provided to reunite the family. FR services shall not exceed 12 months except for an additional period of up to six months by order of the court. Exceptions include Welfare and Institutions Code Sections 361.5(b) and 361.5(e), which provide for non-reunification.

Fast-Track Adoption

See "Fast Track to Permanency (FTP) Case."

Fast Track to Permanency (FTP) Case

When the parent(s) or legal guardian(s) meet one or more of the provisions outlined in WIC 361.5(b) and/or 361.5(e) which involve circumstances of great risk to a child and/or the inability of the parent(s) or legal

guardian(s) to benefit from reunification services. If the court orders *non*-reunification for an FTP case, the child will be provided with permanency planning services only. However, if the court orders family reunification (FR) services for an FTP case, the case will receive *concurrent* FR services **and** services designed to achieve an alternate permanent home for the child if FR is unsuccessful. By definition, an FTP case has a low probability of reunification; requires immediate referral for an adoption assessment and increased service activities focused on achieving the child's permanency alternative. Formerly known as an "Identification of Early Adoption (IDEA) Case."

Father

A man who is either alleged or presumed (see definition) to be a child's biological father or who has conclusively been found to be the father by way of genetic testing.

1. Alleged father

An identified or unidentified man who:

- a. could be or claims to be the father of the child; or
- b. is claimed by the birth mother to be the child's father; or
- c. is identified on the child's birth certificate prior to January 1, 1997 **and** does not meet the definition of a presumed father.

1. Birth Father

A man who is either *alleged* or *presumed* (see definitions) to be a child's biological father or who has conclusively been found to be the father by way of genetic testing.

2. Presumed Father

A man is presumed to be the biological father of a child if:

- a. he has signed a voluntary declaration of paternity (VDP) or, after January 1, 1997 is identified on the child's birth certificate;
- b. he and the mother are or have been married to each other *and* the child is born during the marriage or within 300 days after the marriage is terminated;
- c. before the child's birth, he and the child's birth mother have attempted to marry each other *and* the child was born during the attempted marriage *or* within 300 days after the termination of cohabitation;
- d. after the child's birth, he and the child's birth mother have married or attempted to marry *and* either with his consent he is named on the child's birth certificate *or* he is obligated to pay child support; or
- e. he receives the child into his home and openly holds out the child as his birth child.

Faxed Referral

A report of alleged child abuse, neglect or exploitation which has been transmitted to DCFS by means of a facsimile (fax) machine.

FCPS

See "Foster Care Payment System."

FCSTF Committee

See "Pro Bono Orthodontia Program."

FCTA

See "Foster Care Trust Account."

FE

See "Automated Special Payments System."

FGDM

See "Family Group Decision-Making."

Federal Financial Participation (FFP)

Federal expenditures provided to match proper State expenditures made under approved State Medicaid plans (in California, the Medi-Cal program).

FFH

See "Out-of-Home Care Facilities."

FFP

See "Federal Financial Participation."

Financial Authorization Document (FAD)

A computer confirmation document produced by APPS that contains foster care payment information, including information about potential overpayments.

Financial Resources

In the context of adoption home study procedures, income derived from employment, inheritance, public assistance, etc., to provide for the needs of the adoptive family and child.

Fost-Adopt Placement

The placement of a non-freed child on a foster care basis with approved adoptive applicants who have been certified/licensed as foster parents and who intend to adopt the child if parental rights are terminated.

Foster Care Agreement

Contract entered into between DCFS and individual group homes, small family homes, foster family agencies and foster family homes.

Foster Care Payment System (FCPS)

The computer system that generates foster care payments to Los Angeles County vendors/providers.

Foster Care Provider

The individual providing temporary or long-term substitute parenting on a 24-hour basis to a child in out-of-home care, including a relative other than the child's parent. Also known as a "foster caregiver," "out-of-home caregiver," and "out-of-home provider." See also "Foster Parent."

Foster Care Trust Account (FCTA)

For payment purposes, when a child in foster care placement is the recipient of income from Social Security, Veteran's Benefits, Railroad Retirement, Supplemental Security Income (SSI), this income must be applied toward the cost of foster care placement. The Department of Children and Family Services becomes the payee for these benefits, and the finance Section, Child Welfare Trust Unit makes the appropriate disbursements. Occasionally funds accumulate in the child's account over the cost of foster care placement. These funds are the child's personal property and may be used as a part of the service plan for the child, for needs not met by other resources. In addition to all general approved eligibility requirements, the FCTA worker is responsible for notification to the CSW if the child's trust account exceeds the \$1,000.00 limit. Revenue Enhancement staff works with the caregiver for the documentation of resources available to the child.

Foster Caregiver

See "Foster Care Provider."

Foster Child

A person under 18 years of age (to 21 years of age under specific circumstances) who is being provided 24-hour care and supervision by someone other than a parent/legal guardian in a location other than his or her own home.

Foster Family Agency (FFA)

See "Out-of-Home Care Facilities."

Foster Family Home (FFH)

See "Out-of-Home Care Facilities."

Foster Home License

A written authorization from the licensing agency to operate a foster family home (FFH). The license may not be transferred to another person or location.

Foster Parent

The person whose home is licensed as a foster family home, small family home, or certified for 24-hour care of children and persons to whom the responsibility for the provision of foster care is delegated by the licensee.

Founded Referral

See "Substantiated Referral."

FPP

See "Family Preservation Program (FPP)."

FTP Case

See "Fast Track to Permanency (FTP) Case."

Full-Time Child Care

Child care that is provided for 35 hours or more per week.

Funding Source (Eligibility Determination of Revenue)

Foster care funding sources, e.g., federal, non-federal and county only.

G

Gain Employment Activity and Reporting System (GEARS)

The Department of Public Social Service computer system to track the flow of participants in the GAIN program.

GAL

See "Guardian Ad Litem."

GEARS

See "Gain Employment Activity and Reporting System."

General Neglect

See "Neglect."

General Relief Ineligible to AFCD-FC (GRI)

The county foster care financial assistance paid on behalf of children in out-of-home placement who are ineligible for state or federal participation.

GH

See "Out-of-Home Care Facilities."

Graduation Clothing Gift Certificate

A one-time- only \$50.00 clothing gift certificate issued by Independent Living Program to emancipating youth upon completion of high school.

GRI

See "General Relief Ineligible to AFDC-FC."

Grievance Procedures

For the purpose of the adoption home study, procedures initiated on behalf of the applicant, at the applicant's request, to appeal the Department's decision when the adoption home study has been denied by DCFS. The Grievance Review Process pamphlet outlines the specific action taken by the Department when the applicant requests a grievance review hearing.

In addition, grievance procedures are in place for foster parents who want to challenge the Department's decision in regards to their care and supervision of a child(ren). Foster parent's who want to challenge decisions regarding their license must follow grievance procedures from the State Department of Social Services.

Group Home (GH)

See "Out-of-Home Care Facilities."

Guardian

See "Legal Guardian."

Guardian ad Litem (GAL)

See "Court-Appointed Special Advocate (CASA)."

H

Hard Copy

Paper copy of a document.

Health Care Case Management

A critical component of CSW case management in which the responsibilities for locating, coordinating and monitoring necessary and appropriate health care services for a DCFS-supervised child rest with that child's CSW. PHNs and Multidisciplinary Assessment and Service Hub (Hub) personnel may assist CSWs in meeting these responsibilities.

Health Care Provider

An individual or agency that provides professional medical, dental or mental health services.

Health Care Services

See "Family Preservation Program."

Health and Education Passport

A document that is generated on CWS/CMS that contains a summary of a child's health and education information. The caregiver keeps a current copy of the Passport, along with the health and education forms in a binder provided by DCFS. This binder shall follow the child to all placements. The Passport shall accompany the child to all medical, dental and educational appointments. The Passport binder in its entirety is given to the child upon emancipation.

Healthy Start Liaison

See "Healthy Start Support Services for Children Act."

Healthy Start Support Services for Children Act

Senate Bill 620 (Chapter 759, Statutes of 1991) established Healthy Start the intent of which is to bring together DCFS with public and private human service agencies and school districts to focus their collaborative efforts on the needs of children, youth and families in schools.

Hearings

1. Adjudication Hearing

The hearing which occurs as the result of the parents or guardians entering a denial of the allegations in the petition. At any adjudication hearing, testimony and other evidence is presented to substantiate or refute the allegations made by DCFS in the petition. An adjudication hearing is also known as a trial or Jurisdictional Hearing. The court may order a jurisdictional (see definition) report for the adjudication hearing. The prepare of the report may be called to testify at the adjudication hearing.

1. Appearance Hearing

A hearing at which parties to the action are served with a notice advising them that a hearing will be held and advising them of the right to be present.

1. Arraignment/Detention Hearing

The initial hearing in the in Dependency court following the filing of a petition. It is at this hearing that parents and/or guardians are apprised of their rights, issued a copy of the petition and appointed an attorney if they do not have one and the parent(s) or legal guardian(s) may enter a plea to the petition. At this hearing, the court makes a determination whether the child will return home or remain in temporary out-of-home care.

1. Contested Hearing

A hearing in which one or more parties, e.g., parent(s), legal guardian(s) or child, to a case, litigates the recommendation of the CSW. Any dependency court hearing can be set for a contest. The court renders a decision based on the evidence, testimony, and the material presented in the CSW's report. The preparer of the report may be asked to be available to testify as to the content of the report.

1. Default Hearing

A hearing occurring when the parents/guardians fail to appear at the detention, pre-resolution conference, or adjudication hearings. Assuming notice is proper, the Court can take jurisdiction at any one of these hearings, using the Jurisdictional/Disposition report as supporting evidence when such has been ordered.

2. Disposition Hearing

A hearing held to determine whether or not the court shall declare the child a dependent child of the court and, if so, where the child will live during the period of supervision. This usually occurs following an adjudication hearing and requires the receipt of a disposition report. If the petition language is determined at the jurisdictional hearing and adjudication has occurred, the Jurisdictional report may be used as the Disposition report. In Los Angeles County, this hearing is almost always combined with the Jurisdictional Hearing.

Note: Pursuant to WIC Section 361.5(b), DCFS is allowed to argue for non-reunification. The CSW prepares the disposition report (see "Reports") in the normal manner, recommending whether or not reunification services need to be provided citing whether specific criteria has been met (when recommending non-reunification under WIC Section 361.5).

1. Jurisdictional Hearing (also known as Adjudication Hearing)

The court considers the presentation of facts it receives into evidence and makes a finding, as to whether the allegations in the petition are true, thereby allowing the child to come under WIC 300. In Los Angeles County, this hearing is almost always combined with the disposition hearing.

1. Permanency Planning Hearing

See "Status Review Hearing, WIC Section 366.21(f)."

1. Status Review Hearing

Pursuant to WIC Sections 364, 366, 366.21(e), 366.21(f), and 366.22, a hearing conducted by the Dependency court reviewing the status of a dependent child of the court. A review is conducted of every dependent child's status, and occurs periodically as determined by the court, but no less frequently than once every six months, as calculated from the date of the dispositional hearing. See "reports."

- a. WIC Section 364: A review hearing in which the child is placed under the supervision of the dependency court pursuant to Section 300, and is **not** removed from the physical custody of his or her parent or legal guardian. The review hearing shall not exceed six months after the date of the original dispositional hearing. The court will consider the necessity of continued jurisdiction.
- b. WIC Section 366: A review of a dependent child in foster care reviewed periodically as determined by the court but no less frequently than every six months as calculated from the date of the original dispositional hearing until the WIC Section 366.26 hearing is completed.
- c. WIC Section 366.21(e): A review hearing held six months after the initial dispositional hearing. The court shall order the return of the child to the physical custody of his or her parent /legal guardian unless the court finds by a preponderance of the evidence that return of the child would be detrimental to the child's physical and emotional health and safety.
- d. WIC Section 366.21(f): Also known as the "Permanency Planning Hearing," shall be held no later than 12 months from the date of the dispositional hearing at which the child was removed from the care of a parent(s) or guardian(s). The court will determine if a child in out-of-home care is able to return to the home of his or her parent(s) or guardian(s), or whether the court shall order a permanent plan for the child in order to provide him/her with a stable and permanent home.

- a. WIC Section 366.22: Also known as the "Permanency Review Hearing," shall occur within 18 months after the date the child was removed from the physical custody of his or her parent or legal guardian. The court shall order the return of the child to the parent or legal guardian unless the court finds by a preponderance of the evidence that return of the child would be detrimental to the child's physical and emotional health and safety. If the child is **not** returned to a parent or legal guardian, the court will terminate family reunification services and order a hearing be held pursuant to WIC Section 366.26 to determine whether adoption, guardianship, or long-term foster care is the most appropriate plan for the child.
- b. WIC Section 366.3: This hearing is also referred to as a Review of Permanent Plan (RPP). At this hearing the court considers the effectiveness and continued need of the current permanent plan. If the court orders a permanent plan of adoption or legal guardianship, the status of the child is reviewed every six months to ensure that the adoption or guardianship is completed as expeditiously as possible. The status of children in foster care is also reviewed every six months. If adoption is not the identified permanent plan an assessment of adoptability must be completed and included in the court report every 12 months.

1. WIC 321 Rehearing

A hearing held when the court orders the child detained, and the child, a parent/guardian, child's attorney, or guardian ad litem requests further evidence of a prima facie case or the ground for detention of the child by asserting his or her right to confront and to cross examine the preparer of reports relied on by the court in its initial decision. The court is required to set the hearing within 3 court days. If facts are not presented to the court which establish a prima facie case, the child must be released from detention. In lieu of a requested rehearing, the court may set the matter for trial within 10 days. Grounds for a rehearing under WIC 321 are: 1) When the parent or legal guardian are not notified of the initial detention hearing; 2) On the request for further evidence (prima facie evidence of the grounds for detention). This hearing was formerly referred to as a Dennis H. hearing.

1. WIC Section 366.26

A hearing will be held no later than 120 days from the date of the Permanency Review Hearing. The purpose of a WIC Section 366.26 hearing is to identify and implement a permanent plan for a dependent child of the court (effective 01/01/1999, including children declared dependents prior to January 1, 1989). At this hearing, the court will review the 366.26 Hearing Report prepared by the CSW and receive evidence that other parties may present. The court will then make findings and orders in the following order of preference:

- a. permanently terminate the rights of the parent or parents and order that the child be placed for adoption; or,
- a. without permanently terminating parental rights, identify adoption as the goal and order that efforts be made to locate an appropriate adoptive family for the child within a period not to exceed 180 days; or,
- b. appoint a legal guardian and issue letters of guardianship; or,
- c. order that the child be placed in long-term foster care, subject to the periodic review of the court under WIC 366.3.

The WIC 366.26 hearing is calendared within 120 days from a disposition hearing at which the court ordered no Family Reunification services or from a status review hearing at which the court ordered the termination of Family Reunification (FR) services.

High Profile Referral/Case

See "Sealed Referral."

High-Risk Child

See "Child Health and Disability Prevention (CHDP) Program and "At-Risk/High-Risk Children."

HIV

See "Human Immunodeficiency Virus (HIV)."

HIV-Infected

The entire spectrum of HIV infection, from asymptomatic HIV-infection to AIDS.

HIV-Positive Person

One who has tested positive for HIV through detection of the virus or its antibodies. Some people are HIV-positive but asymptomatic.

Home Evaluation

In the context of child placement, an evaluation of the home of a relative or non-licensed non-relative for placement purposes. The evaluation will determine whether the home is suitable, safe, and able to meet licensing standards. Part of the evaluation process includes an interview of all adults living in the home and required clearances.

Home of Removal

See "Youakim."

Home Visitors - Health and Mental Health

See "Hub Services: King/Drew Medical Center."

Hospital Suspected Child Abuse and Neglect (SCAN) Team [PC 11167.5(b)(7)]

A hospital based child protection team whose staff includes representative from medical, social work, child welfare and law enforcement disciplines. The SCAN Team members convene to identify child abuse and assess a variety of issues including: medical evaluation, extent of trauma and diagnostic and treatment needs.

Host County

The county that provides courtesy supervision for a child residing with a relative or in foster care placement whose legal jurisdiction is in another California County.

Host County Rate

When a child is placed in a family home located in a different county than the county with payment responsibility, the county with payment responsibility shall pay the basic rate of the host county.

Housing Services

See "Family Preservation Program."

Hub

See "Hub Services: King/Drew Medical Center (KDMC)."

Hub Health Care Case Management

See "Hub Services: King/Drew Medical Center (KDMC)."

Hub Services: King/Drew Medical Center (KDMC)

Multidisciplinary Assessments and Services Hub at KDMC, an acute, general community teaching hospital in Los Angeles County. KDMC is a short-term care facility and Level I Trauma Center. The term "Hub" is conceptualized as the connecting anchoring piece in the delivery of services to children and their families. Other spheres connecting to the Hub include:

1. Anticipatory Guidance and Support

Information and techniques provided to out-of-home caregivers designed to help them adapt and respond better to their foster children's behavior and needs. Out-of-home caregivers "anticipate" problematic situations and are taught more constructive ways of responding to them.

2. Child Health and Disability Prevention (CHDP) Program

See "Child Health and Disability Prevention (CHDP) Program."

3. CHDP Informing

See "Informing" under "Child Health and Disability Prevention (CHDP) Program."

4. Child Health Plan

See "Child Health and Disability Prevention (CHDP) Program."

5. Comprehensive Health Assessment

A thorough, integrated evaluation by the Hub of the physical, emotional, developmental, cognitive, relational, and educational functioning and services needs of a child. This assessment serves as the basis for the child health care plan.

6. Hub

Short for "Multidisciplinary Assessment and Service Hub" (see definition).

7. Hub Health Care Case Management

The provision of health care guidance and resource referrals by Hub personnel on behalf of children receiving comprehensive medical, developmental and mental health assessments at the Hub.

8. Multidisciplinary Assessment and Service Hub (Hub)

The cornerstone of and entry point to the Protective Services Child Health (PSCH) system and the focal point for a community-based Provider Network. The KDMC Hub will provide timely, comprehensive medical, developmental and psychological assessments, as well as on-site preventive health services to children in out-of-home care. In addition, the Hub will assist in the development of a comprehensive child health plan for each child, provide referrals for follow-up care and conduct provider outreach.

9. Multidisciplinary Assessment Team

A group of health care providers and other professionals, including physicians, pediatricians, psychologists, clinical social worker, licensed vocational nurses, pediatric nurse practitioner, occupational therapist, and home visitor housed at the Hub who will jointly assess and develop a child health plan for each referred child (in conjunction with the CSW, a PHN, and, as appropriate, the child's primary caregivers).

10. Post-Assessment Conference

Meeting of the Multidisciplinary Assessment Team, a PHN, CSW (as his or her schedule permits), and primary caregivers (as appropriate) at the conclusion of the day's assessment sessions, during which the information gathered on each child is reviewed and a child health plan is developed.

11. Pre-Assessment Conference

Meeting of the Multidisciplinary Assessment Team prior to the actual assessments to review available background information on the children to be assessed that day and to devise an assessment strategy for each child, as needed.

12. Primary Health Care Provider

Health care professional responsible for the ongoing care of a child.

13. Protective Services Child Health (PSCH) System

An innovative health care delivery system developed jointly by DCFS, the Department of Mental Health and the Department of Health Services, as well as various private health care providers, foster parents, relative caregivers, and children's advocates to ensure that abused and neglected children under DCFS supervision receive timely, appropriate, comprehensive and coordinated

health and mental health assessment and treatment, in keeping with a holistic approach to child welfare services. The cornerstone of the PSCH System is the Hub.

14. Provider Network

An organized network of community-based clinical providers, including primary and specialty providers, capable of and willing to care for DCFS children.

Human Immunodeficiency Virus (HIV)

The virus which causes Acquired Immune Deficiency Syndrome (AIDS). This name replaced earlier terminology, e.g., ARV (AIDS-Associated Retrovirus), LAV (Lymphodenopathy-Associated Virus) and HTLV-III (Human T-Cell Lymphotropic Virus, Type III).

I

I-Track System

A DCFS freestanding (i.e., not linked to any network) computer program designed to track performance of out-of-home care facilities and generate reports.

ICPC

See "Interstate Compact on the Placement of Children (ICPC)."

IEP/IEP Team

See "Individualized Education Program (IEP)" and "Individualized Education Program (IEP) Team."

IEVS

See "Income Evidence Verification system."

ILP-Equivalent Services

See "Independent Living Program (ILP)-Equivalent Services."

Imminent Danger

In the context of the Child Protection Hotline (CPH), a situation which meets the criteria for an Immediate Response (IR).

In-Home Care

Component of pre-placement preventive services designed to provide time-limited protective services to prevent or remedy neglect, abuse or exploitation and the separation of the children from their families.

See "Family Maintenance."

In-Home Child Care

Child care services provided in the home of the child. In-home childcare services are exempt from state licensure.

In-Home Emergency Caretaker Services

The provision of temporary care to a child(ren) in his or her own home for less than 24 consecutive hours in lieu of out-of-home placement when a parent/guardian is unable to care for the child(ren) because of an

absence or illness and there is no caretaker available to provide necessary care. Parental consent is required prior to the provision of services. In-home emergency caretakers do not provide routine, ongoing child day care. In the FPP, this service will be provided by the CFPN and in emergency situations, shall be available 24 hours a day, seven days per week.

In-Home Outreach Counseling Services

See "Family Preservation Program."

In re Malinda S.

A court ruling that holds that statements of children included in a CSW's social study report are admissible evidence at the jurisdictional hearing to prove the truth of the petition allegations.

In re Basilio T.

A court ruling that holds that if a child is called as a witness in the jurisdictional hearing and fails to qualify as a competent witness, then the court should presume that the child was incompetent at the time he or she made the statements in the social study report, and therefore strike the statements from the report.

Incentive Payments

Reasonable rewards provided by Independent Living Program for eligible youths to motivate them to participate in and successfully complete independent living training.

Income and Eligibility Verification System (IEVS)

See "Preponderance of Evidence Model (POEM)."

Income Eligible

In the context of protective service childcare, a family's adjusted monthly income is at or below 75% of the state median income, adjusted for family size.

Income Support Services

See "Family Preservation Program."

Inconclusive Referral [PC 11165.12(c)]

A report, which is determined by the investigator, who conducted the investigation not to be unfounded, but in, which the findings are inconclusive and there, is insufficient evidence to determine whether child abuse or neglect occurred. Replaces the previous term of "unsubstantiated."

Independent Adoption

The adoption of a child in which neither CDSS nor an agency licensed by CDSS, such as DCFS, is a party to, or joins in, the petition for adoption.

Independent Adoption Petitioner

The person(s) who has petitioned to adopt a child in an independent adoption (see definition).

Independent Living Program (ILP)

A federal program designed to help current and former foster youth, ages 16-21, prepare for and succeed in the many challenges of adulthood and independence. Any youth between the ages of 16 and 21 who is currently in foster care or has been in foster care as a dependent youth (DCFS) or ward of the court (Probation) is eligible for a wide range of assistance, including, but not limited to, educational/vocational expenses, job start-up expenses, and housing start-up expenses. The Independent Living Program offers living and job skill classes, funding for college or trade school, start-up work clothes, uniforms, tools, union dues, etc. ILP services may also be provided to former foster youth up to age 21. See "Independent Living Program (ILP) Equivalent Services."

Independent Living Program (ILP)-Equivalent Services

A program similar to DCFS' Independent Living Program (ILP) at a high school. The classes are offered under the title of Life Skills (or something similar) at local high schools. For developmentally disabled children, this means a sheltered workshop situation or other program designed for developmentally disabled children. For seriously emotionally disturbed children, this means a day treatment or other mental health treatment program designed to assist the child to live independently.

Independent Medical Opinion

A thorough medical examination of the child and review of the medical records by a physician. This physician should not be affiliated with the hospital or the doctor providing care to the child. Based upon the information derived from the examination and review of medical records, the physician provides a reasonable medical judgment regarding the diagnosis and prognosis.

Indian Child

An unmarried person under 18 years of age who is a member of an Indian tribe, who is eligible for tribal membership, who is the biological child of a tribe member, or who is an Alaskan Native.

Indian Child's Tribe

The Indian tribe in which an Indian child is or is eligible to be a member; or, in the case of an Indian child who is a member of or is eligible to be a member in more than one tribe, the Indian tribe with which the Indian child has the more significant contacts. See "Indian Child."

Individual Patient Health Teaching

See "Child Health and Disability Prevention (CHDP) Program."

Individualized Education Program (IEP) [CDSS MPP 31-002(i)(3)]

An individualized education program is for children with identified special educational needs. The IEP is developed by an individualized education program team. It contains a written statement for each child which must include the child's present levels of performance, annual goals, specific special education and related services to be provided anticipated initiation of and duration of the services, and appropriate objective criteria and evaluation procedures.

Individualized Education Program (IEP) Team

Includes all of the following: School administrator or designee; teacher; child; child's parent, legal guardian, and assessment team representatives as appropriate. "Expanded IEP Team" adds a mental health program representative to the IEP team.

Infants

Children age 0 - 23 months.

Informal Supervision

Supervision pursuant to WIC Section 301 used in lieu of filing a petition with the dependency court or subsequent to the dismissal of a petition. A contract is entered into with the parent(s)/guardian(s) in which the goals are the protection of the child(ren) who has been neglected or abused and the amelioration of the conditions, which resulted in the neglect or abuse. These services are limited to six months and may be extended for one six-month period if it can be shown that the objectives of the service plan can be achieved within the extended time period. No further child welfare services will be provided subsequent to these time

limits. If the family has refused to cooperation with the services being provided, a WIC 300 petition may be filed. See "Voluntary Family Maintenance."

Information Call

Inquiries to the Child Protection Hotline in which the staff answer question and provide information and referrals to individuals in the community. Examples of information calls include requests from mandated reporters for Suspected Child Abuse Report forms, names of case-carrying CSWs and referrals for child care, legal guardianship, foster care licensing, counseling agencies and parenting groups.

Information Technology Services (ITS)

The Division within the Department of Children and Family Services which has global Departmental responsibility for developing, maintaining and supporting all computer systems and network infrastructures.

Informed Consent

A decision based on sufficient information to calculate whether the expected benefits outweigh the expected risks.

Informing

See "Child Health and Disability Prevention (CHDP) Program."

Initial Response

The first face-to-face contact, or series of contacts, made by the CSW with the referred child, any child in the family or household believed to be at risk, collateral contacts, and parents/legal guardians in order to determine the child's need for child welfare services. See "attempted response," and "completed response."

Institutionalized

In the context of the Child Protection Hotline (CPH) referral assignment criteria, a person residing in a hospital, jail, prison, homeless shelter, residential school, rehabilitation center, half-way house, out-of-home facility, etc.

Exception: For the purpose determining the service address (see definition), battered women's shelters shall not be considered "institutions." Publication of the addresses of these shelters violates their security.

Intercounty Transfer (ICT)

For eligibility and payment purposes, the county with legal custody of a child by court order, relinquishment, or by voluntary placement agreement is responsible for the AFDC-FC payment regardless of where the child is physically placed (i.e., in state or out-of-state).

Interstate Compact on the Placement of Children (ICPC)

A legally binding agreement between states/jurisdictions which establishes procedures for the interstate placement of children. Placing a child in another state without an approved ICPC is a violation of federal law.

1. Member State

A state which is a member of the Interstate Compact on the Placement of Children. All 50 states and the Virgin Islands are members of the Compact. The Commonwealth of Puerto Rico and Guam are not members.

2. Sending a Child

Any situation in which DCFS participates in the planning or action to send a child to another state for the purpose of out-of-home placement, even if only to the extent of taking the child to the airport when a ticket has been purchased by the parent. For dependent children, this includes the recommendation to the court that a child reside with a party whose residence is out of state, even if that person is in California at the time of the hearing or will come to California to get the child.

3. Multidisciplinary Team

A county team composed of DCFS, DMH, Probation, County Superintendent of Schools and other members as determined by the county for the purpose of assessing a child's need for an out-of-state group home placement,

4. Priority Placement

The designation given to a child placement that a sending court finds must be made on an expedited basis in order to meet the special needs of a child.

Investigation

In the context of allegations of abuse and/or neglect in out-of-home care, the activity by a child protective agency in response to a report of suspected child abuse or violation of CCLD standards including required cross-reporting; assessing the nature and seriousness of the abuse; conducting interviews; gathering and preserving evidence; determining the nature of the report as founded, unfounded or unsubstantiated; taking measures to ensure the safety of the child; notifying involved parties regarding action taken or disposition after completion of investigation and notifying mandated reporters as required by Section 11170 of the Penal Code.

Investigative Hold

In the context of investigating allegations of abuse and/or neglect in out-of-home care, the temporary suspension of all new DCFS placements into a facility pending investigation by DCFS, law enforcement or CCLD into allegations of abuse, neglect or exploitation.

ITC

See "Intercounty Transfer."

ITS

See "Information Technology Services."

J

JADE

See "Juvenile Automated Data Enhancement."

JAI Clearance

See "Juvenile Automated Index (JAI) Clearance."

Judge

A hearing officer who is appointed by the Governor or is elected to the position. Judges are attorneys licensed by the State of California. Orders and decisions made by a judge may be reviewed only through a motion for reconsideration, writ or appeal.

Judge Pro-Tem

A commissioner or referee who is hearing a case as a judge. All parties to the action must previously stipulate that the commissioner or referee may hear the case as a judge. When this occurs, parties cannot request a

rehearing by a judge. Orders and decisions made by a judge pro-tem may be reviewed only through a motion for reconsideration, writ or appeal.

Judgment for Marital Dissolution

The document granted by a Family Law Court when an individual has filed for divorce, separation or annulment and has received a court order for same.

Judicial Day

Monday through Friday, excluding State holidays.

Judicial Hours

Twenty-four hours a day, Monday through Friday, excluding State holidays.

Juvenile Automated Data Enhancement (JADE)

The computer system tracking all dependency court schedules and proceedings. Additionally, this software system allows DCFS to print minute orders.

Juvenile Automated Index (JAI) Clearance

A JAI clearance is a check of Los Angeles County Superior Court's Juvenile Automated Index to determine if a child age 11 through 17 years has ever been a ward or dependent of the court. A JAI clearance is required for the identified child victim and any child age 11 through 17 years who resides in, or is planning to reside in, the home in which the identified child victim is residing or may be placed. The JAI clearance must be completed **before** the child is placed in the home of his/her non-offending parent, relative, prospective legal guardian or adoptive parent, or placed in a home certified pending licensure. The system is owned and operated by Los Angeles County Probation and cannot be assumed to have statewide data.

Juvenile Records

Pursuant to California Rules of Court Rule 1423, juvenile records include: All documents filed in a dependency court case; reports to the court by Children's Social Workers (CSWs) and court-appointed special advocates; documents made available to CSWs and court-appointed special advocates in preparation of reports to the court; documents relating to a child concerning who a petition has been filed in dependency court which are maintained in the office files of the Department of Children and Family Services (DCFS) and court-appointed special advocates; transcripts, records, or reports relating to matters prepared or released by the court or DCFS; and, documents video or audio tapes, photographs, and exhibits admitted into evidence at dependency court hearings.

Juvenile records also encompass any agency document, report or records, including DCFS records, pertaining to a child who is a dependent of the court, or who is or was the subject of an investigation which did or could have result(ed) in an action to bring the child under the provisions of WIC Section 300.

Also included is *any information* relating to the contents of those documents, records or reports as well as information obtained during the course of the investigation which did or could have result(ed) in an action to bring a child under the provisions of WIC Section 300. Juvenile records further include information on juvenile

contacts and arrests, even if dependency court proceedings were not instituted; police reports relating to mere detention of children, photographs polygraph tapes or printouts of radio calls.

K

KDMC

See "Hub Services: King/Drew Medical Center."

KDMC Hub

See "Multidisciplinary Assessment Service Hub (Hub)."

King/Drew Medical Center (KDMC)

See "Hub Services: King/Drew Medical Center."

Kinship Adoption

The adoption of a child by a relative. It *may* be accompanied by a kinship adoption agreement.

Kinship Adoption Agreement

See "Postadoption Contact Agreement."

Kinship Care

In the context of out-of-home placement with a relative, care provided by that relative.

L

Lack of Medical Treatment

See "Neglect."

Language Enhancement

See "Children's Services Worker (CSW) Self-Directed Training."

Lawsuit Against the County

See "Non-Dependency Court Litigation."

LEA

See Local Education Agency (LEA) under "Surrogate Parent (Educational Decision Making)."

Lead Agency

See "Family Preservation Program."

Lead Attorney

A County Counsel responsible for the supervision of case-carrying County Counsel and Auxiliary Legal Services (ALS) Attorneys. Lead attorneys' responsibilities include: supporting and overseeing litigation activities in the courtroom; need for courtroom coverage and providing legal counsel for consultation or litigated matters.

LEADER

See "Los Angeles Eligibility Automated Determination Evaluation Reporting System."

Legal Father

See "Father."

Legal Guardian

A person appointed by the Superior Court pursuant to the provisions of the Probate Code or appointed by the Dependency court pursuant to the provisions of the Welfare and Institutions Code.

1. Related Legal Guardian

An adult who is related to the child by blood, adoption or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words, "great," "great-great" or "grand" or the spouse of any of these persons even if the marriage was terminated by death or dissolution. A former stepparent is considered a relative only if the child is federally eligible.

2. Non-related Legal Guardian

All others not mentioned in "Related Legal Guardian," above.

Legal Guardianship

The authority and responsibility granted to a person appointed as a legal guardian. Guardianship suspends, but does not terminate, the rights and responsibilities of the birth parents. Guardianship terminates when the child reaches age 18, marries, emancipates or is adopted. A guardian has sole rights to the custody and control of the child, and has the legal right to:

1. make all decisions regarding parental visitation in the absence of a court-ordered visitation schedule;
2. establish the child's residence anywhere within California without a court order;
3. make decisions regarding the child's education, sports participation and driver education;
4. consent to the child's obtaining a driver's license; and
5. give consent for medical treatment.

In addition, the legal guardian is responsible for:

1. the child's willful misconduct including, but not limited to, traffic accidents, shoplifting and the use of firearms resulting in property damage; and
2. notifying DCFS if (s)he is unable or unwilling to continue to act as the child's guardian.

The above information, legal authority and responsibilities are limited to legal guardianship in the state of California.

Legal Residence

Per Welfare and Institutions Code Section 17.1, the legal residence of a child is as follows:

1. The residence of the parent with whom a child maintains his or her abode; the residence of a court-appointed legal guardian; or, the residence of the individual who has been given the care or custody by the court of competent jurisdiction;
2. In the case of a foundling, the county in which the child is found;
3. In the case of an emancipated child, the county in which the court issuing the emancipation order is located; and
4. If the residence of the child is not determined under 1., 2., or 3., above, his or her residence is the county in which (s)he is living if and when (s)he has had a physical presence in the county for one year.

License

See "Foster Home License."

License-Exempt Child Care

Per Section 1596.792 of the Health and Safety Code, a child care license is not required for the following situations:

1. The provider is related by blood or marriage to the child. A child may be "related by marriage" to someone even if there has been an intervening divorce.
2. The provider is caring for children from only two families at the same time, including the provider's own family.
3. The program is operated by the school district using school personnel.
4. The program is a cooperative arrangement between parents for the care of their children by one or more of the parents, when no payment for the care is involved.
5. The program is a public recreation program in which children drop-in after school and there is no specific parental expectation of care and supervision.

NOTE: DCFS policy requires that those persons providing child care to children under the Department's supervision be licensed.

See "Unlicensed Child Care."

Licensee's Family

In the context of a licensed foster home, any relative; adopted child(ren); person(s) under the legal guardianship or conservatorship of the licensee; or licensee's spouse who reside(s) in the licensed home.

Licensed Child Care

Childcare services provided by a facility licensed by Community Care Licensing Division (CCLD). Unless a child care provider meets at least one of the criteria for being license-exempt, all child care facilities must be licensed. See "License-Exempt Child Care."

Licensing Agency

In the context of certified license pending home purposes, CDSS or a local agency authorized by CDSS to license foster family homes (FFHs). CDSS CCLD is the agency authorized to license FFHs in Los Angeles County. For Child Abuse and Neglect Reporting Act purposes, the CDSS office responsible for the licensing and enforcement of the California Community Care Facilities Act, the California Child Day Care Act, or the county licensing agency which has contracted with the state for performance of those duties.

Licensing Exemption [Health and Safety Code 1522(g)]

In the context of criminal record information of foster care license applicants, the licensing agency reviews the applicant's record and determines whether there is substantial and convincing evidence to support a reasonable belief that the applicant is of good character as to justify issuance of the license and grant an exemption to the requirements of Health and Safety code Section 1522.

Life-Sustaining Medical Treatment (LSMT)

Any medical intervention, technology, procedure or medication administered to a patient, which has the effect of forestalling the moment of death. It encompasses decisions to commence, withhold or withdraw LSMT. Los Angeles County Superior Court Local Rule 17.4 precludes the formerly used term, "Baby Doe," based on the case Dority V, Superior Court, 1983, when referring to children surviving on artificial life support. The previous policy on life-sustaining medical treatment also addressed brain death. This condition no longer applies.

Life-Threatening Condition

A medical condition defined by the attending physician for the child. The Children's Social Worker (CSW) may not make this determination.

Liquid Assets

See Reimbursement under "Voluntary Family Reunification."

List of Emergency Assistance Participants System (LEAPS)

See "Emergency Assistance (EA) Program."

Litigated Matter

In the context of dependency court proceedings, any matter or hearing in which testimony and other evidence is presented in order to substantiate or refute the allegations and/or recommendations made by DCFS. Litigated

matters include: adjudication, contested dispositions, contested judicial reviews, contested permanency planning hearings and any other contested hearings. In addition, any case where a stay has been granted or a rehearing, writ or appeal has been filed, is considered a litigated matter.

Live-Scan

A criminal history check based upon the submission of the subjects' fingerprints to the DOJ. The inquiry will also include an inquiry of the Child Abuse Central Index and may involve an inquiry of the FBI database if there is an indication that the subject may have been arrested outside of California or that the subject has been a resident of California for less than two years. The clearance will confirm the identity of the subject of the inquiry and give the subject's history of arrests and convictions.

Local Area Network (LAN)

An automated system that links individual computer work stations together through a central computer.

Local Education Agency (LEA)

The school district, board, or county office of education which is responsible for the provision of special education and related services to children with exceptional needs (e.g., Los Angeles Unified School District, Long Beach Unified School District, etc.).

Long-Term Foster Care (LTFC)

A dependency court-ordered permanent plan after adoption and legal guardianship, which places the child in the home of a foster caregiver until the child reaches majority. The rights and responsibilities of the birth parents do not end, but the care, custody and control of the child remain with the dependency court.

Los Angeles Eligibility Automated Determination Evaluation Reporting System (LEADER)

The computer system used by DPSS to determine CalWORKs eligibility.

LSMT

See "Life-Sustaining Medical Treatment (LSMT)."

LTFC

See "Long-Term Foster Care (LTFC)."

M

MacLaren Children's Center (MCC)

Los Angeles County's temporary emergency shelter providing 24 hour care, supervision and multidisciplinary assessment services for children who have been removed from their parents or guardians and are in need of

temporary shelter pending suitable placement.

Mailed Referral

A report of alleged child abuse, neglect or exploitation which has been transmitted to DCFS via U.S. Mail.

Mandated Reporter (PC 11165.7)

A person who, pursuant to the Child Abuse and Neglect Reporting Act, is required to report knowledge or reasonable suspicion of child abuse which is obtained while acting in a professional capacity or within the scope of his or her employment. Such persons include: a teacher, instructional aide, teachers aid, public school employee, an administrative officer or supervisor of child welfare and attendance, public or private day camp administrator, an employee of a county office of education, an employee of a licensed community

care or child day care facility, a head start teacher, licensing worker, public assistance worker, child care institution employee, social worker, probation officer or parole officer, school district employee, district attorney, peace officer, firefighter, physician, surgeon, psychiatrist, medical examiner, public employee, medical examiner, coroner or other person who performs autopsies, animal control officer and a clergy member.

MAPP

See "Model Approach to Partnerships in Parenting (MAPP)."

Master Case Folder

See "Model Case Format."

Master Case Folder Grid

See "Model Case Format."

MCC

See "MacLaren Children's Center."

MCF

See "Model Case Format."

MCPC

See "Multidisciplinary Assessment" and "Family Preservation Program."

Medical Conditions Requiring Special In-Home Health Care

Includes dependency upon internal feeding tube, total parental feeding, a cardiorespiratory monitor, intravenous therapy, a ventilator, urinary catheterization, special medication requirements including injections, aerosol treatment, and intravenous or oral medication, or ministrations imposed by tracheotomy, colostomy, ileostomy, or other medical or surgical procedures rendering the child dependent upon ongoing health care and assessment.

Medical/Dental/Psychological/School Reports Folder

See "Model Case Format."

Medi-Cal Eligibility Data system (MEDS)

State computer for Medi-Cal care records and care issuance system.

Medically Fragile

Children with special health care needs as defined by Assembly Bill 2268. These children have medical conditions and symptoms that require special procedures, may be temporarily or permanently dependent upon medical equipment and/or devices, therapies and may require ongoing medical care and assessment as determined by the child's physician. The caregiver must have been trained to provide the specialized in-home health care to these children. See "Special Health Care Needs."

Medi-Cal Health Plans

Medical care organizations that contract with the State Department of Health Services to provide medical care to eligible clients. The Health Plans are paid a set monthly fee by the State for each client who is enrolled and are responsible for providing all necessary health care to the enrollees. These plans are also known as Managed Care Plans (MCP), Prepaid Health Plans (PHP) or Primary Case Care Maintenance Provider (PCCM).

Medically Related Activities

In the context of specialized care rate Schedule F, activities which must be performed by a caregiver, as necessary, based upon the child's diagnosed condition and instructions from the child's attending physician or from Regional Center.

Medical Review Officer (MRO)

See "Substance Abuse Testing."

Medication Change

See "Psychotropic Medication."

MEDS

See "Medi-Cal Eligibility Data System."

Member State

See "Interstate Compact on the Placement of Children (ICPC)."

Mental Health Services

Outpatient treatment services which include diagnostic assessments and the development of treatment plans which may include prescribing and dispensing of medication. In the FPP, these services are provided by the CFPN or linkage in County mental health funded programs under the direction of a multidisciplinary team, including State-licensed psychiatrists, clinical psychologists, clinical social workers and nurses.

Minor Parent

See "Teen Pregnancy Disincentive Program, The."

Minor Parent Services (MPS)

See "Teen Pregnancy Disincentive Program, The."

Minute Order

The document on which the Clerk of the Court records the findings and orders of the court from a specific court hearing.

Mixed Permanent Placement (PP) Case

An open case in which at least one service child is in the Permanent Placement (PP) program and there is at least one sibling who is also a service child who is in the Emergency Response (ER), Family Maintenance (FM), or Family Reunification (FR) program.

Mixed Services

When more than one service component is to be provided to members of the same family group (FM/FR/PP/Voluntary).

Model Approach to Partnerships in Parenting (MAPP)

A program of mutual preparation and selection which uses the teamwork approach between foster and adoptive parents and the agency to prepare foster and adoptive parents for the experience of parenting children with special needs, such as those supervised by DCFS. The program incorporates self-assessment, mutual decision-making and experiential preparation for foster and adoptive planning to help parents decide if their expectations and abilities match the realities of foster and adoptive parenthood.

Model Case Format (MCF)

The protocol for filing all hard-copy case-related forms, documents and information in an organized, uniform system of Master Case and Case Segment Folders.

1. Additional Services Documentation Folder

The **red letter-size folder** in which all hard-copy documents not consistent with the content/purpose of any other forms filed in any other case segment folder are filed.

2. Adoption Folder

The **dark blue letter-size folder** in which all child/birth family documents which must be retained by Adoptions Division are filed.

3. Applicant Folder

The **manila letter-size (1" expansion) folder** in which all documents pertaining to adoption applicants are filed.

4. Case Activity Recording Folder

The **green letter-size folder** in which all hard-copy documents pertaining to referrals, historic service activity logs, visitation exceptions, case plans/case plan updates (except as noted below) and reports to/from law enforcement are filed.

Note: Court reports substituting for case plan/case plan updates are filed in the Court Documents Folder, not the Case Activity Recording Folder.

5. Case Segment Folders

The color-coded folders in which case documents of similar content/purpose are filed.

6. CIS Documents Folder

The **orange letter-size folder** in which all of the historic Children's Information System (CIS) source, input, confirmation and Financial Authorization Documents (FADs) are filed.

7. Court Documents Folder

The **manila letter-size (3" expansion)** folder in which all court-related documents are filed.

1. Court Documents Folder Grid

The grid located on the front of the Court Documents Folder in which the case name, case number, court number, name(s) of service children, service status, closure/transfer dates of individual children and summary of court dates are recorded.

1. Due Diligence Folder

The folder initiated by the Dependency Investigation Assistance (DIA)/Search Clerk in which all documents related to the due diligence search for an individual are filed. The individual Due Diligence Folders are filed in the Search Folder.

2. Health and Education Passport

The folder that contains copies of all medical information pertaining to the child(ren) in out-of-home placement and is retained by the current foster caregiver as long as the child remains in out-of-home placement. When the child is moved from one placement to another, the folder goes with the child. **The Medical Record Folder is included in the Master Case Folder only when placement services are terminated.**

3. Master Case Folder

The external folder in which all case segment folders are filed. This folder comes in regular and expanded sizes.

a. Regular Master Case Folder

The **manila letter-size (1" expansion) folder** used for filing the case segment folders.

b. Expanded Master Case Folder

The **manila letter-size (4" expansion) folder** used for filing the case segment folders when the number and/or contents of the internal folders exceed the capacity of the regular Master Case Folder.

1. Master Case Folder Grid

The grid on the front of the Master Case Folder in which the case name, case number, court number, name(s) of service children, service status, transfer/closing dates of individual children, all active case folders, and case transfer summary data are recorded.

2. Placement Information Folder

The **light blue letter-size folder** in which all placement agreements, documentation of placement-related activities, child's needs assessments, Out-of-County and Interstate Compact on the Placement of Children (ICPC) Home Studies/Agreements, information provided to caregivers and foster home certification documents are filed.

3. Psychological/Medical/Dental/School Reports Folder

The **purple letter-size folder** in which all accident, injury and death reports, medical consents and authorizations and psychological, medical, dental, school and regional center reports are filed.

4. Search Folder

The **grey letter-size folder** in which all Due Diligence Folders is filed.

5. Services Eligibility Folder

The **yellow letter-size folder** in which all Aid to Families with Dependent Children-Foster Care (AFDC-FC) eligibility, application for services assistance, trust account information, Service-Funded Activity (SFA), transportation and Emergency Aid Requisition (EAR) documents are filed.

Monitor

A DCFS representative {CSW, caregiver or another representative approved by DCFS or the court} present throughout a visit with a child who will intervene to stop or redirect the visit whenever it appears that the child is being verbally abused, harassed or is suffering any harm as a result of the questions, discussion or situation. A qualified monitor is able to accomplish the following: maintain neutrality, observe the verbal and non-verbal interaction between the child and the visitor, ensure there is no discussion of allegations, control the direction of the visit or contact, use good judgment under pressure, remain sensitive to the child's moods and needs, and comply with confidentiality issues affecting the child's specific situation. See "Monitored Visits."

Monitored Visits

1. Neutral Setting

In the context of monitored visitation, the site, location or place determined to neither favors nor disadvantages the involved parties.

2. On-Site Monitored Visitation

Visitation which takes place between the child and parent(s), legal guardian(s), sibling(s), grandparent(s) and/or other authorized person(s), in the presence of a monitor and within a specified and limited location because of potential danger to the children and/or other individual(s), or because of threats of abduction.

3. Open Monitored Visitation

A monitor to be present within sight and sound of the children at all times. The location of the visit can be anywhere reasonable.

Monthly Liability

See "Reimbursement" under Voluntary Family Reunification (VFR)."

Monthly Liability Schedule

See "Reimbursement" under Voluntary Family Reunification (VFR)."

Mother

1. Birth Mother

The woman who gave birth to the child.

2. Surrogate Mother

A woman who contractually agrees to bear a child for another woman/couple.

Motion for Reconsideration

A formal request by any party (parent, child, legal guardian, or their attorney, or the attorney for DCFS) for reevaluation of an order or decision made by the same judicial officer. See "Rehearing."

MPS

See Minor Parent Services under "Teen Pregnancy Disincentive Program, The."

MRO

Medical Review Officer. See "Substance Abuse Testing."

Multidisciplinary Assessment

Typically includes a physical, psychosocial and developmental evaluation of the child, as well as an assessment of the family's ability to function and provide a safe home environment. The assessment is conducted by a Multidisciplinary Assessment Team, which is comprised of professionals from medical, mental health, child

welfare and legal disciplines. An example of a state program that requires a multidisciplinary assessment is the Interstate compact on the Placement of children:

- Interstate Compact on the Placement of Children

A state program that requires a multidisciplinary assessment and placement recommendation by a multidisciplinary team prior to placement of a child in an out-of-state group home facility. The multidisciplinary team recommendation shall be presented to the court.

Multidisciplinary Assessment and Service Hub (Hub)

See "Hub Services: King/Drew Medical Center."

Multidisciplinary Assessment Team

See "Hub Services: King/Drew Medical Center" and "Multidisciplinary Assessment."

Multidisciplinary Case Planning Committee (MCPC)

See "Family Preservation Program."

Multidisciplinary Personnel Team

See "Hub Services: King/Drew Medical Center."

N

National Origin

In the context of foster care and adoptive placement decisions, the country where a person was born.

Neglect [CDSS MPP 31-002(n)(1)]

The failure of a parent(s)/guardian(s) or caretaker(s) to provide the care and protection necessary for the child's healthy growth and development. Neglect occurs when children are physically or psychologically endangered. The term includes both severe and general neglect as defined by Penal Code Section 11165.2.

1. Severe Neglect [PC 11165.2 (a); PC 270]

The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. Severe neglect also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered as prescribed by WIC Section 11165.3, including the intentional failure to provide adequate food, clothing, shelter, or medical care. Child abandonment would come under this section.

2. General Neglect [PC 11165.2 (b)]

The negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical treatment, or supervision where no physical injury to the child has occurred.

A child receiving treatment by spiritual means as provided in Section 16509 of the Welfare and Institutions Code, or not receiving specified medical treatment for religious reasons shall not for that reason alone be considered a neglected child. An informed and appropriate medical decision made by a parent or guardian after consultation with a physician or physicians who have examined the child does not constitute neglect.

Net Income

See Reimbursement under "Voluntary Family Reunification (VFR)."

Neutral Setting

See "Monitored Contacts."

New Case

A referral for which there is no active record.

NOA

See "Notice of Action."

Nonconfidential Information

Statistical, social and/or demographic data which cannot be identified with a particular individual. See "Confidential Information."

Non-Dependency Court Litigation

1. 317(e) Claim

A type of claim filed by the attorney representing the child in a dependency action. The claim contains a statement of injury to a dependent child and, in some cases, the person or entity that has caused the injury. The claim is filed with the Presiding Judge of the Dependency court, who appoints an attorney to represent the child or assigns the claim to the Los Angeles County Bar Tort Panel.

2. Claim Against the County

A formal demand made upon the County for compensation preliminary to the filing of a lawsuit.

3. Lawsuit Against the County

An action of proceeding in Civil Court to which the County is named defendant.

Non-Detained Petition

See "Petition."

Non-Reunification Pursuant to WIC 361.5(b)

See "Disposition Hearing" under "Hearings."

Nonrelative Extended Family Member [WIC Section 362.7]

Any adult caregiver who has established familial or mentoring relationship with the child. The parties may include relatives of the child, teachers, medical professionals, clergy, and neighbors and family friends.

Notice of Action (NOA)

A document that is generated to notify a caregiver/client of changes in any payment eligibility, e.g., approval, denial and payment increases and/or decreases.

Notice of Hearing

A legal document which must be served on all children ten years of age and older named in a petition, parents, legal guardians, adult relatives if the whereabouts of a parent(s) is unknown or if they reside out-of-state, any counsel of record, any court-appointed special advocate (CASA) and any other parties ordered by the court. Notices of hearing do not order parties to court, but advise them of the time and place of the hearing and what rights they have in the matter.

O

Observe

In the context of disrobing a child, to make a visual examination (see definition under disrobing) and make note of any indicators of physical harm (see definition under disrobing) as a person other than the CSW disrobes or rearranges the clothing of the identified child victim.

OCOC

See "One Church, One Child (OCOC) of Los Angeles."

On-Site Monitored Visits/Contacts

See "Monitored Contacts."

On Track

The aligning of the Case Plan Update and the Status Review Hearing court report due dates so they are both due at the same time.

One Church, One Child (OCOC) of Los Angeles

A recruitment program that works cooperatively and in collaboration with the Adoptions Division. It is committed to finding Black families able to provide loving, safe, and nurturing homes for Black children requiring permanency. The program focuses on targeted recruitment for Black children and on locating homes, which will enable keeping siblings together in adoptive placement.

1. One Church, One Child (OCOC) Event/Recruitment Activity

An orientation and reception held at a church or church-designated location to provide an opportunity for prospective Black adoptive parents to meet and interact with available,

adoptable Black children and/or review photo albums and biographies. It also gives prospective parents the chance to learn about the OCOC program and the adoptive process.

Open Monitored Visits/Contacts

See "Monitored Contacts."

Opportunistic Infections

Infections which would normally either not be found or produce only mild illness in a person with a normal immune system. When the immune system is suppressed, however, opportunistic infections can result in serious, often fatal illnesses.

Some of the AIDS-defining opportunistic infections include pneumocystis carinii pneumonia (PCP), candidacies of the esophagus, persistent disseminated cytomegalovirus (CMV), cerebral toxoplasmosis, cryptococcal meningitis, and extrapulmonary mycobacterium tuberculosis. In addition, in persons less than 13 years old, specified occurrences of certain serious multiple or recurrent bacterial infections (including salmonella septicemia) and/or lymphoid interstitial pneumonitis (LIP) lead to a diagnosis of AIDS.

Order for Publication of Citation

A legal document which, when signed by a Dependency court hearing officer, authorizes DCFS to attempt to cite absent parent(s) to a WIC Section 366.26 hearing through newspaper publication.

Orthodontia

See "Pro Bono Orthodontia Program."

Out-of-Home Care

The provision of 24-hour care and supervision to a child who has been placed by a child-placing agency in one of the following:

1. A licensed emergency shelter;
2. A licensed foster family home (FFH);
3. A licensed small family home (SFH);
4. A family home certified by a licensed foster family agency (FFA) for its exclusive use;
5. A foster family home which has been certified pending licensure;
6. A licensed group home (GH) for children; or,
7. The home of a relative other than a child's parent/legal guardian from who the child is removed pursuant to a court order or voluntary placement agreement.

Out-of-Home Care Facilities

Any of the following:

1. Emergency Shelter Care

A temporary placement service, providing 24-hour care for a child who must be immediately removed from his or her own home or current foster placement and who cannot be returned to his or her own home or foster care placement. In the context of funding, emergency shelter care shall not exceed 30 calendar days in any one-placement episode. MacLaren Children's Center is an example of an emergency shelter care facility.

2. Foster Family Agency (FFA)

A non-profit organization licensed by the State of California to recruit, certify, train, and provide professional support to foster parents.

Agencies also engage in finding homes for temporary and long-term foster care of children.

3. Foster Family Home (FFH)

Per CDSS Manual of Policy and Procedures 31-002 (8), any residential facility providing 24-hour care for six or fewer foster children which is owned, leased, or rented and is the residence of the foster parent or parents, including their family, in whose care the foster children have been placed. A foster family home may be authorized to provide care for more than six children for the purpose of keeping siblings together provided that the conditions of Health and Safety Code Section 1505.2 are met.

4. Group Home (GH)

A facility which provides 24-hour non-medical care and supervision to children, provides services to a specific client group and maintains a structured environment, with such services provided at least in part by staff employed by the licensee.

5. Small Family Home (SFH)

Any residential facility in the licensee's family residence providing 24-hour a day care for six or fewer children who have behavioral and/or emotional disabilities and developmental and/or physical disabilities and who require special care and supervision as a result of their disabilities.

Out-of-Home Care Provider

See "Foster Care Provider."

Out-of-Home Caregiver

See "Foster Care Provider."

Out-of-Home Placement

Placements in an out-of-home care facility.

Outreach Advisor (OA)

An employee of the Community College Foundation. The role of the Outreach Advisor as part of the emancipation team is to:

1. Provide Independent Living Skills Program classes;
2. Motivate youths to participate in classes;
3. Provide assistance with financial aid, tax preparation, pre-employment workshops, etc.;
4. Conduct Independence City, USA (ILP sponsored emancipation event), where available;
5. Coordinate Great Expectations, Opening Avenues for Staying in School (OASIS), Foster Youth Connection (FYC), California Youth Connection (CYC), etc.;
6. Participate in FYC and CYC activities, when possible; and,
7. Participate as a member of the regional "E"manicipation Station.

Outside Counsel

Attorneys and their staff who represent the parent(s), guardian(s), child(ren) or adult relative(s) with standing in a contested dependency court case. Outside Counsel includes Children's Law Center (CLC) of Los Angeles attorneys, CLC Social Workers, WIC 317 panel attorneys, private attorneys, and staff members of any of these individuals or entities.

Overflow Call

In the context of the Child Protection Hotline, when the volume of calls received by the Hotline exceeds the number of CSWs available to receive those calls. When this occurs, a Child Protection Hotline staff member monitors the hotline queue screen for in-coming calls and takes messages whenever possible. When a CSW becomes available the call will be returned. If during the screening process it appears that the reported child is in imminent danger, the Child Protection Hotline staff member shall take a referral (or advise the caller to call 911 if appropriate). See "Call Back."

P

Panel Attorneys

Private attorneys who are maintained on a Superior Court list for appointment to represent parent(s), guardian(s), child(ren), or adult relative(s) with standing in a dependency court matter. Section 317 of the Welfare and Institutions Code (WIC) authorizes the hiring of panel attorneys.

Parent

The birth or adoptive father or mother, whether married or unmarried, or other adult fulfilling the parental role.

Parental Choice

In the context of protective services child care, parents/caregivers of children eligible for the Federal Block Grant Child Development program are allowed to exercise their choice of child care provider. However, provider choices made by the parent do not restrict the CSW from determining the appropriateness of the childcare placement.

Parental Incapacity

The significantly limited ability of the child's parent(s) to provide normal care for the child.

Parenting Training Services

A service providing child development, home management and consumer education through social services and/or specialized formal instruction and practices in parenting skill achievement. Parenting classes may include simultaneous groups for the children.

Part-Time Child Care

Child care that is provided for fewer than 35 hours per week.

Participating Agency

See "Healthy Start Support Services for Children Act."

Pediatric AIDS

A diagnosis of AIDS as defined by the federal Centers for Disease Control and Prevention (CDC) in a person.

Periodicity

See "Child Health and Disability Prevention (CHDP) Program."

Permanency Planning

The services provided to achieve legal permanence for a child when efforts to reunify have failed until the court terminates FR. These services include identifying permanency alternatives, e.g., adoption, legal guardianship and long-term foster care. Depending on the identified plan, the following activities may be provided: inform parents about adoptive planning and relinquishment, locate potential relative caregivers and provide them with information about permanent plans (e.g., adoption, legal guardianship) and refer the caregiver to the Adoptions Division for an adoptive home study, etc.

Permanency Planning Hearing

See "Hearings."

Permanent Placement Services

The activities designed to provide an alternate permanent family structure for children who, because of abuse, neglect or exploitation, cannot safely remain at home and who are unlikely to ever return home. These services shall be provided on behalf of children for whom there has been a judicial determination of a permanent plan for adoption, legal guardianship or long-term foster care.

Permanent Residence Under Color of Law (PRUCOL)

A status recognized by the Federal Unemployment Tax Act (FUTA) and the Social Security Act. However, it is not recognized as an alien status by Immigration and Naturalization Services (INS). For a child to be

home considered PRUCOL status, INS must be aware of the child's presence in the United States and must not be actively seeking the removal of the child from the United States.

Permanent Unconscious Condition

An incurable and irreversible condition which, within reasonable medical judgment, renders the patient in an irreversible coma or persistent vegetative state.

Personal Knowledge

In the context of adoption, substantially correct information regarding a prospective adoptive parent. This shall include, but is not limited to, the following: full legal name; age; religion; race or ethnicity; length of current marriage and number of previous marriages; employment; whether other children or adults reside in the home; whether there are other children who do not reside in the home and the child support obligation for these children and any failure to meet these obligations; any health conditions curtailing normal daily activities or reducing normal life expectancies; any convictions for crimes other than minor traffic violations; any removal of children due to child abuse or neglect; and, general area of residence, or upon request, address.

Petition

In the context of dependency court, a legal document filed by DCFS in Dependency Court, which alleges that a child is described by Section 300 of the Welfare and Institutions Code. In filing this document, DCFS is

asking the court for a ruling on the allegations stated in the document. The following list describes the different petitions that are filed in Dependency Court:

1. Amended Petition

When changes are made to the original WIC 300 petition. Amendments can include:

- a. changes to correct or clarify the petition that do not substantively alter the petition;
- b. changes, usually additions, made to the allegations prior to the adjudication; and
- c. "interlineation," or changes made at court during the course of the adjudication in order to make the petition allegations conform to the proof presented in court.

Amendments can add, delete or change information on a petition and may be done by DCFS with proper noticing or by the court. When the amended petition is submitted by DCFS, it must be accompanied by supporting documents, such as an application for petition.

1. Detained Petition

A petition filed after child has been taken into temporary custody. It alleges that a child comes within the provisions of WIC Section 300 and that continued detention of the child is necessary for child's protection.

2. Non-Detained Petition

A petition alleging that a child who has been taken into temporary custody comes within the provisions of WIC Section 300.

3. WIC 300 Petition

A legal document filed by DCFS in juvenile dependency court alleging that a child is described by WIC 300.

4. WIC 342 Petition

The petition used to bring new allegations--or allegations under different subdivisions than were originally sustained--before the court on any sustained WIC 300 petition/case which is past the stage of adjudication.

5. WIC 385 Petition (Change of Order Petition)

A petition filed following the arraignment/detention hearing in order to change, modify, or request that a prior order of the court be set aside. It is frequently used to request changes in the relative placement or the visitation ordered at the detention hearing.

6. WIC 387 Petition (Supplemental Petition)

A petition filed by DCFS on behalf of a dependent child to change or modify an existing placement order by removing the child from the care and custody of a parent, legal guardian, relative or friend to a more restrictive placement (e.g., foster home, county or private institution).

7. WIC 388 Petition (Modification Petition)

A petition that can be filed by a parent or other person having an interest in a child who is a dependent of the court, including the child himself/herself, to request a change of order due to a change in circumstances.

Physical Abuse

See "Child Abuse."

Physical and Developmental Services

See "Family Preservation Program."

Physical Harm

Injury, injuries or detrimental condition that would not ordinarily be sustained except as the result of unreasonable or neglectful acts or omissions.

Placement Decision (Foster Care and Adoption)

The decisions to place delay or deny the placement of a child in a foster or adoptive home. Also, the decision to seek termination of parental rights or otherwise make a child legally available for adoptive placement.

Placement Information Folder

See "Model Case Format."

Placement Stability (AKA: Placement is Stable)

In the context of case transfer, an out-of-home placement is considered "stable" when **all** of the following criteria are met: child(ren) has been in placement for at least 30 days; neither the caregiver(s) nor the child in placement has requested a replacement; the child in placement is not currently a runaway; and there are no question/concerns from Community Care Licensing regarding the supervision given the child(ren) in foster care. When a child is on a 60-day visit, a case may not be transferred until the visit has been successfully completed. In the event that the child is returned to placement, there must be *placement stability* in the placement prior to the case being transferred. Emergency Response (ER) cases are exempt from the placement stability requirement. In regards to Family Reunification (FR) cases, a placement is considered stable when the child has been in his or her current placement for at least 30 calendar days. In Permanent Placement (PP) cases, a placement is considered stable when the child has been in his or her current placement for *at least* 90 calendar days.

Planning

See "Case Planning."

Planning Grants

See "Healthy Start Support Services for Children Act."

POEM

See "Preponderance of Evidence Model (POEM)."

Positive Screen

See "Substance Abuse Testing."

Post-Adoption Contact Agreement (FC Section 8714.7)

A written agreement that ensures an achievable level of continuing contact between the child and birth relative(s), including the birth parent(s) and/or siblings after the adoption, when the agreement is voluntarily entered into and contact is found by the court to be in the best interest of the child.

Post-Assessment Conference

See "Hub Services: King/Drew Medical Center."

Pre-Assessment Conference

See "Hub Services: King/Drew Medical Center."

Pre-Existing Conditions

For the purposes of the Adoption Assistance Program (AAP) and Aid for the Adoption of Children (AAC) Program, a medical condition, illness or disease which was in evidence prior to the adoption of the child and for which a private insurance company will not provide coverage.

Pre-Placement Advisement

The action of an Adoption Service Provider (ASP) to advise a birth parent, as required by Family Code Section 8801.5, when the birth parent is considering the placement of his or her child for independent adoption unless the prospective adoptive parent is a grandparent, aunt, uncle, sibling, legal guardian who has been the child's legal guardian for more than three years or a person named in the will of a deceased parent as an intended adoptive parent where the child has no other parent.

Pre-Placement Conference

In the context of adoption, a meeting or telephone conference involving the case-carrying CSW, the Applicant ("A") Worker or private adoption agency social worker and their supervisors to discuss the

appropriateness of a child/applicant match. The specific needs of the child, his or her family history and the applicant family's capacities to meet those needs are discussed and documented at this conference.

Pre-Placement Preventive Services

Services designed to help children remain with their families by preventing or eliminating the need for removing the child from the home.

Pre-Placement Steps

Pre-placement steps are a series of scheduled contacts (e.g., visits, telephone calls, etc.) between the child and the prospective adoptive family designed to facilitate the foster-adopt/adoptive placement. They involve a dynamic process of moving from the known to the unknown for both the child and the prospective adoptive family and must occur for foster-adopt and adoptive placements. It is the responsibility of the case-carrying CSW and the Applicant ("A") CSW or outside adoption agency social worker to support the child, prospective adoptive family and current caregiver throughout this process and to facilitate communication between all parties. The case-carrying CSW and "A" CSW or outside adoption agency social worker shall maintain regular contact with the child, applicant family and one another during the pre-placement step period.

Pre-Placement Visit

A planned, agreed-upon visit, including parents if possible, which allows prospective caregivers and the child in need of a home to meet prior to placement. The pre-placement visit should also include a tour of the prospective caregiver's home, yard and, when possible, the neighborhood schools and playgrounds, if age-

appropriate. A pre-placement visit should last long enough for the child to feel comfortable with the prospective caregivers and their family.

Pre-Release Investigation (PRI)

An order most frequently issued at a detention hearing requesting a home investigation of the parent, relative or other individual or family. The investigation refers to the court's order that the CSW/DI assess the appropriateness of a child being placed with a specific person/family pending further hearings.

Premium Care Rate

A rate allowable for childcare services provided:

1. After 6 p.m. until 6 a.m.
2. Between 6 p.m. on Friday and 6 a.m. on Monday
3. For a child with special needs (see definition).

Preponderance of Evidence Model (POEM)

The method of establishing AFDC-FC linkage when a child would have been eligible had application been made. POEM establishes that there is no evidence that would contradict linkage to the established July 16, 1996 regulations.

1. Deprivation

For the purpose of federal eligibility, a child must be deprived of parental support or care by death, physical or mental incapacity, unemployment or absence of the child's parent(s). A child shall not be considered deprived of parental support or care solely because (s)he has been placed in foster care. Deprivation must continue for the life of the foster care case.

2. Income and Eligibility Verification System (IEVS)

Statewide computer system encompassing several computers cross-matches based on client name and Social Security number. IEVS enables counties to verify income and assets.

3. Supportive Case Record

The case record and its component parts, including court reports, case narratives, reports from other agencies (e.g., police, hospital, mental health), forms that support an initial assumption of linkage and contain no contradictory information.

Presentation

In the context of adoption, a meeting at which the case-carrying CSW and the Applicant ("A") CSW or private adoption agency social worker provide verbal and written non-identifying information about a child and his or her birth parents to a specific family or families who are potential adoptive parents [either new

applicant(s) or applicant(s) under study]. This non-identifying informational presentation allows for a more informed decision as to whether or not to proceed with the adoptive process for a specific child.

Presumed Father

See "Father."

Presumptive Eligibility (PE)

See "Emergency Assistance (EA) Program."

Primary Caregiver

See "Child Health and Disability Prevention (CHDP) Program."

Primary Health Care Provider

See "Hub Services: King/Drew Medical Center."

Pro Bono Orthodontia Program

A DCFS program that matches orthodontists from the community who donate their services to children supervised by the Department who need orthodontia and have been unable to obtain services through other readily available public or private programs or insurance.

1. Ancillary Expenses

Costs incurred in the course of orthodontia treatment other than the time and expertise of the orthodontist, which are necessary for the successful completion of orthodontia treatment. These may include, but are not limited, to costs for oral surgery, lab work, x-rays, molds, appliances, supplies and medications.

2. Department of Children and Family Services Orthodontia Program Coordinator (DCFS/OPC)

A DCFS staff person who has the responsibility for overall coordination and administration of the DCFS Pro Bono Orthodontia Program.

3. Orthodontia

The dental specialty and practice of straightening abnormally aligned or positioned teeth. See "Pro Bono Services."

4. Pro Bono Services (Orthodontia)

Donated professional services consisting of the professional's time and expertise. It does not include out-of-pocket expenses such as the costs for necessary materials and supplies, x-rays, appliances, or office support, etc.

5. Volunteer Orthodontist

A California-licensed dentist in good standing who specializes in orthodontia treatment and who has enrolled in the Pro Bono Orthodontia Program by completing a Pro Bono Orthodontia Program Volunteer Enrollment form (DCFS 426) indicating a willingness to provide pro bono orthodontia services to children supervised by DCFS.

Proof of Service

A legal document, which is attached to a notice of hearing stating when and by what means a notice of hearing, was served.

Prospective Adoptive Parent

A person who has filed or intends to file a petition to adopt a child who has been or who is to be placed in the person's physical care.

Protective Services Child Health (PSCH) System

See "Hub Services: King/Drew Medical Center."

Provider Network

See "Hub Services: King/Drew Medical Center."

PRUCOL

See "Permanent Residence Under Color of Law (PRUCOL)."

Psychiatric Hospital Discharge Planning

See "Discharge Planning: Psychiatric Hospital."

Psychological/Medical/Dental/School Reports Folder

See "Model Case Format."

Psychological Testing of DCFS-Supervised Children

An assessment of a child's psychological functioning through psychometric measures which include, but are not limited to, MMPI, Sentence Completion, etc.

1. Practitioner

In the context of psychological testing, a licensed psychologist who administers scores and interprets psychological tests. Practitioners will describe a child's strengths and needs based on their interpretation of the test results. They will then formulate recommendations based on the identified strengths and deficits. These recommendations are child-specific and may include

tasks such as: individual counseling, participation in a sports program, and a referral for psychiatric assessment, etc.

Psychotropic Medication

Medications used as tools for producing certain chemical and physiological effects in the central nervous system. They are usually classified according to the types of disorders they are primarily used to treat.

1. Antipsychotic medications

Often called neuroleptics, these medications are helpful in treating most psychoses (delusions, hallucinations, distortions of reality, bizarre or illogical thinking) and the acute overt behavior which results from them. Examples include Thorazine, Stelazine and Haldol.

2. Antidepressant medications

These medications often have the effect of increasing the effective activity of the brain's neurotransmitters. Examples include Tyramine, Prozac, Zoloft and Paxil.

3. Antianxiety medications

Medications which work by impairing the function of the cerebral cortex, thus impairing awareness of anxiety-provoking circumstances. These medications are Buspar, Ambien, benzodiazepines (e.g., Xanax, Valium, Librium, Klonopin), antihistamines (e.g., Benadryl, Atarax, Vistaril), and beta-blockers (e.g., Inderal).

4. Attention Deficit-Hyperactivity Disorder (ADHD) medications

Medications which are stimulants working by "speeding up" the stimulus filtering process. Examples include Ritalin and Dexedrine.

5. AntiParkinson medications

Medications which are not, strictly speaking, psychotropic. However, they still require authorization to administer. Their use in psychiatry is to prevent or treat Extra Pyramidal Symptoms (EPS) which are caused by blocking receptors for the neurotransmitter, dopamine, in areas of the brain called basal ganglia which control a variety of muscles and movements and are an adverse effect of antipsychotic medications. Examples include Cogentin, Artane, Symmetrel, Akineton and Benadryl.

6. Antimanic medications

Lithium is currently the standard primary antimanic medication, although there are two other medications, both anticonvulsants, which have recently been shown to be effective. These are Tegretol and Depakote.

Psychotropic Medication Authorization Form

A mandatory form developed by Superior Court's Psychotropic Medication Committee. This form is required whenever a physician finds that a dependent child requires psychotropic medication. In an emergency situation, psychotropic medication may be prescribed for an eight-day period while the authorization form is being processed by the court.

Public Health Nurse (PHN)

In the context of child protective services, a nursing professional whose primary focus is on the prevention of illness, injury or disability and the promotion and maintenance of health in abused, neglected and exploited children and their families and who receive services through child protective services. The PHN partners with their community health systems and programs to prevent problems and provide health care access to the children and their families.

Qualified Victim

See "Victims of Crime/Victims of Crime Program."

Quality Child Care

The philosophy and practice of childcare that provides children with an educationally stimulating environment and individualized attention to a child's individual needs and responsive to the cultural values of the parent/caregiver. Quality child care provides for positive interaction with other children; discipline appropriate to the child's age and emotional state; and promotes a positive self-esteem and a sense of security and well-being in a safe, nurturing and supportive environment.

Quality-of-Life Standards

Out-of-home care facilities are required to maintain a reasonable living standard for children, which includes ample fresh food that is readily available to the child; stylish clothing, including clothing for special events such as proms, etc.; social support; educational advocacy; a variety of social and sports activities, including provision of sports equipment; and transportation to after-school activities, social events, jobs and ILP classes, etc.

Quality-of-life standards can also include:

1. how restrictive the facility is regarding what the child is allowed to do;
2. whether the child is allowed sufficient privacy to call his or her CSW or CASA;
3. where within the facility the child is allowed to go;
4. whether the child's bedroom is age-appropriately decorated; and
5. whether the child can have friends visit, etc.

See "Qualify-of-Life Standards Document."

Quality-of-Life Standards Document

A format developed by the Foster Care Quality Assurance Investigation Unit for communicating quality-of-life issues via e-mail.

R

Race

In the context of foster care and adoptive placement decisions, any of the different varieties of populations of human beings distinguished by physical traits.

Random Drug Testing

See "Substance Abuse Testing."

RAP

See "Runaway Adolescent Project."

Rap Back Service

In adoption home study procedures, the sending by Community Care Licensing Division of subsequent arrest information to the CSW regarding a licensed foster parent, when the foster parent when (s)he applies to adopt the child residing in his or her home. This service is continued until the adoption finalizes, the child has been removed from the home, the adoption home study has been denied or the petition to adopt has been granted.

Rate Structure

For Protective Services child care purposes, the State-approved amount that can be paid for each type of child care. The rate structure is based on the State Regional Market Rates.

Rearrange Clothing

To move or shift the clothing (e.g., raise shirt sleeves or pant legs, to allow for a better visual examination of an identified child victim).

Reasonable Efforts

Services provided or offered to the family to prevent removal of the child(ren) from the home or to reunify the family. If the child(ren) was removed, the case plan must be designed to aid the parent(s) in overcoming the problems, which led to the initial removal.

Reasonable Suspicion [PC 11166(a)(1)]

In the context of the Child Abuse and Neglect Reporting Act, an objectively reasonable suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.

Reassessment

In the context of the case plan update, the process of evaluating the effectiveness of the plan made to solve the problem of neglect, abuse or exploitation in terms of how results related to the stated goals and objectives.

Records

See "Vital Records."

Rectification

In the context of the Adoption Assistance Program (AAP) and Aid for the Adoption of Children Program (AAC), the process by which the adoption agency verifies that the adoptive parent remains legally responsible for the child and continues to provide the child financial support. In addition, the agency and the adoptive parent determine whether there are any changes in either the child's needs or the adoptive parent's circumstances, which affect eligibility for and/or duration of and/or amount of adoption assistance payments.

Referral

A basic unit of organization in CWS/CMS, created when an allegation of child abuse or neglect is reported. A referral includes at a minimum one reporter making at least one allegation of abuse or neglect concerning at least one child victim, and a named or unnamed perpetrator. Allegation of child abuse and/or neglect. Referrals are designated as "Immediate Response," "Within Five Days," "follow-up," or are "Evaluated Out" by the Child Protection Hotline based on criteria established in state regulations.

Note: Initial contact must take place within the following time frames:

1. "Immediate" means the assigned CSW must initiate the response at the first possible opportunity and no later than 5:00 p.m. on the same day the referral was received by the DCFS CPH. IRs assigned to an ERCP CSW must be initiated at the first possible opportunity and prior to the end of his or her shift.
2. "Within Five Days" means that the assigned CSW must initiate the response at the first possible opportunity, and no later than 5:00 p.m. on the 5th calendar day following the receipt of the referral, counting the day the referral was received by the DCFS CPH as day one. This category includes those referrals in which an immediate response is not required but a response is needed at a specified time prior to the 5th calendar day.
3. "Follow-up" means it was an immediate response completed by ERCP and sent to the region for follow-up action.
4. "Evaluated Out" means a referral does not require an in-person investigation.

Referral to a Community Agency

An activity to inform another service agency that a child and/or the child's family desire or requires that agency's services, and to assist the child and/or family to avail themselves of such services.

Registration

In the context of Protective Services childcare, a 28-day limited payment authorization for license-exempt family child care homes and in-home providers. Registration consists of the provider providing his or her name and address, date of birth, social security number, amount of services to be provided and rates to be charged.

Rehearing

A method by which a party to an order of the court requests that a judge of the dependency court reevaluate an order or decision previously made by a referee or commissioner:

Note: A rehearing may only be requested on an order made by a referee or commissioner, provided that the parties had not stipulated to the referee or commissioner sitting as a judge pro-tem. Any order made by a judge or judge pro-tem may only be reviewed through a motion for reconsideration, writ or appeal.

Reimbursable Expenses

See "Victims of Crime/Victims of Crime Program."

Relative

A "relative," for the purpose of placement and AFDC-FC, means an adult related to the child by blood, adoption or affinity within the fifth degree of kinship to the child by virtue of being one of the following: (a) the father, mother, brother, sister, half-brother, half-sister, uncle, aunt, first cousin, first cousin once removed, nephew, niece, or any such person of a preceding generation denoted by the prefixes, "grand-," "great-," "great-great-," or "great-great-great-," (b) the stepfather, stepmother, stepbrother or stepsister;

and, (c) the spouse of any person named in the above, even if the marriage has been terminated by death or dissolution. Only the following relatives shall be given preferential consideration for placement of the child: adults who are grandparents, aunts, uncles or siblings of the child.

A step-grandparent is considered related to a child only if (s)he is the spouse, widow(er) or divorced spouse of a biological grandparent. A great-great-great grandparent, great-great uncle or aunt, or first cousin once removed (children of grand aunt/uncle or children of first cousin) are related in the fifth degree.

When a parent's rights to a child are terminated by a relinquishment or by court action, that parent and his or her relatives are no longer considered to be the child's relative. However, a former relative's home is an AFDC-FC eligible facility if the child is federally eligible.

Release

The return of a child who had been taken into temporary custody to the care of his or her parent (custodial or non-custodial) or legal guardian, either by court order or at DCFS' discretion.

Released

A child is considered "released" if (s)he is allowed to remain in the home of his or her parent(s)/legal guardian(s) after a detained or non-detained petition has been filed in dependency court.

Relinquishment

The action of a parent to legally surrender custody, control and any responsibility for the care and support of the child to a licensed adoption agency.

Removal [CR 1401(a)(22)]

In the context of a dependency court proceeding, a court order that takes away care, custody and control of a dependent child or ward from the child's parent or guardian, and places the care, custody, and control of the child with the court, under the supervision of the agency responsible for the administration of child welfare or the county probation department.

See "Youakim."

Replacement Clothing Allowance

Money issued via CWS/CMS to a foster caregiver to purchase clothing for a child who does not have sufficient and/or serviceable clothing at the time of a replacement. This clothing allowance can be issued only when the child is removed from one foster placement (foster family home, relative, foster family agency [FFA] or group home) and placed in another. It cannot be issued for a child who is removed from one FFA-certified home to another certified home of the same FFA. It cannot be issued for a child who remains in the same home.

Reporter

In the context of the Child Protection Hotline (CPH), a person who is making a referral is alleging child abuse, neglect or exploitation.

Reporting Agency

In the context of the Child Abuse and Neglect Reporting Act, a law enforcement or public child protection agency that is mandated by law to supply the Department of Justice (DOJ) with a report regarding abuse and/or neglect of a child. The reporting agency is to also supply DOJ with a disposition of its findings regarding any suspected child abuse or neglect, i.e., substantiated, unsubstantiated or unfounded.

Reporting Call

A call made by a person who is reporting child abuse, neglect or exploitation. See "Consultation Call."

Resource Utilization Management (RUM) Unit

Located at MacLaren Children's Center (MCC), the Unit is responsible for coordinating placement services to divert potential MCC intakes to other out-of-home care facilities. When a child goes into placement, this unit takes on the role of liaison between the CSW, the child and the community placement social worker.

Respite Care

A provision of pre-arranged child care designed to provide a needed brief period of relief or rest, either in-home or out-of-home, to parent(s), foster parents and foster-care-eligible relatives.

Respond to a Referral

In the context of the Child Protection Hotline (CPH), DCFS may "respond" to a referral in three ways:

1. Completing the emergency response protocol and evaluating-out the referral; or
2. Completing the emergency response protocol, accepting the referral and conducting an immediate in-person investigation; or,
3. Completing the emergency response protocol, accepting the referral and conducting a Within 5 Days in person investigation.

Restraining Order

An order issued by the court, which enjoins a person from engaging in a specified behavior or activity, limits the distance a person may approach a specific location and/or person, or excludes a person from a specific dwelling or place of business. See "Emergency Protective Order."

Review of Permanent Plan (RPP) Hearing

See "Hearings WIC Section 366.3."

Risk Assessment

The process by which DCFS determines the level of endangerment to a child alleged or known to be the victim of abuse, neglect or exploitation. The phases of risk assessment are:

1. Investigation, in which DCFS gathers all available data relevant to the allegation;
2. Evaluation, in which the data are analyzed; and
3. Decision, in which DCFS determines whether or not an in-person investigation is required and, if so, within what time frame the investigation shall be made.

Risk Behaviors (AIDS/HIV)

See "At-Risk/High-Risk Children."

Runaway

In the context of out-of-home care, a DCFS-supervised youth residing in out-of-home care who leaves his or her out-of-home care placement, day or night, without official permission.

In the context of in-home care, a DCFS-supervised youth who leaves his or her home, day or night, without parental permission.

Runaway Adolescent Project (RAP)

A DCFS unit providing generic child protective services to adolescents who are not living at home.

S

SAAMS (Search, Attach, Assign and Merge Specialist Unit)

The first place a referral is received from the Child Protection Hotline for processing and assignment. This unit is comprised of support staff whose responsibilities include searching, attaching assigning and/or merging clients and cases.

Safety Plan

See "Teen Pregnancy Disincentive Program, The."

SAP 5

See "Substance Abuse Testing."

SCAN Team

See "Hospital Suspected Child Abuse and Neglect Team."

School-Linked Services

See "Healthy Start Support Services for Children Act."

School Records/Psychological/Medical/Dental Folder

See "Model Case Format."

SCIAP

See "Specialized Care Incentives and Assistance Program."

Sealed Referral

A DCFS referral shall be sealed under the following circumstances:

1. One of the clients in the referral is a public figure;
2. One of the clients in the referral is a well-known elected or appointed official, including dependency court judges and referees;
1. The parent and/or perpetrator is a DCFS employee;
1. The parent and/or perpetrator is an active-duty law enforcement officer who works in a Los Angeles County jurisdiction (California Highway Patrol officers, school police, state police, housing authority police, federal law enforcement officials, probation/parole officers, law enforcement administrators and law enforcement civilian staff do not meet the sealed criteria);
5. One of the clients, because of the position (s)he holds, is likely to generate media interest if the facts of the referral became known; referrals that allege a set of facts that are so sensational they would be certain to generate media interest if they became known outside of DCFS.
6. Referrals that allege a set of facts that are so sensational they would be certain to generate media interest if they became known outside of DCFS.

Search Folder

See "Model Case Format."

Secondary Parties

See "Primary Parties/Secondary Parties."

Sectarian Child Care

See "Child Care."

SED

See "Severely Emotionally/Behaviorally Disturbed Children."

SELPA

See "Special Education Local Planning Area (SELPA)."

Sending a Child

See "Interstate Compact on the Placement of Children (ICPC)."

Senior Parent

See "Teen Pregnancy Disincentive Program, The."

Separation

The opposite of attachment. Once an individual is attached to another, separation or loss or threat of separation is painful and traumatic. Separation and loss have an impact throughout life (Bowlby, 1980). The removal of one person from the vicinity or living arrangement. In clinical terms, separation is the disruption of the relationship between the child and his/her primary caretaker.

Service Address

The address used to determine to which regional office a referral is sent.

Service-Funded Activity (SFA)

Funding that is available to DCFS children and their families in all phases of the Child Welfare Services programs (ER, FM, FR or PP) as specifically identified in the child's case plan. The range of SFA shall include the following: case management; counseling; emergency/temporary in-home caregiver; teaching and demonstrating homemakers; parenting training; substance abuse testing; transportation and respite care. Other public and private sources must be exhausted prior to the use of SFA funds.

Service Plan

See "Family Preservation Program, Multidisciplinary Case Planning committee Service Plan."

Service Provider Payments (SPP)

Payments made to caregivers, providers and vendors for services other than foster care payments. The payments can include, but are not limited to: respite care, medical/dental special needs, funeral expense, counseling, child care, educational equipment, tutoring, transportation and court-ordered substance abuse testing. The payments are handled through the DCFS Revenue Enhancement, Special Payment Unit.

Serviceable Clothing

Apparel in good repair, which is suitable for its intended use (e.g., sleeping, school, play or dress), seasons and appropriate for the child's size, sex and age.

Services Eligibility Folder

See "Model Case Format."

Severe Neglect

See "Neglect."

Severe Physical Abuse

See "Child Abuse."

Severely Emotionally/Behaviorally Disturbed Children (SED)

Children who generally reveal disturbances which are characterized by varying degrees of personality disorganization and departures from normal modes of thinking, feeling, perceiving, and acting. They often exhibit impairment in reality testing, judgment and communication; and react to daily living experiences and rituals with excessive fearfulness, aggression, depression or withdrawal. Outbursts of rage, excessive verbal and physical aggressiveness, including overt and covert hostility, are common.

Suicidal ideation and/or attempts are not uncommon. They respond with extreme impulsivity and assume rigid postures of fight or flight when frustrated. They employ a deeply ingrained maladaptive constellation of behaviors, which are hostile, provocative, distrustful, manipulative, defiant and vengeful. Their behaviors place them in chronic conflict with parents, teachers, peers and society at large.

The volatile, unpredictable, destructive, and antisocial qualities of their behavior trigger much concern about the danger to self, others and/or property. Diagnostic impressions may vary but most often revolve around psychosis, borderline conditions, severe personality and character disorders, and unsocialized aggressive reactions.

Placement histories of these children may generally reveal rejection, placement failures, prior hospital commitments, and multiple replacements. They are extremely difficult to live with because of their chronic unmanageable and unsocialized behaviors. Likewise, educational inventories frequently reveal major learning deficits consistent with the cycle of rejection, failure and replacements. These children are often known to school personnel and are portrayed as "unwanted" by school districts because of their acting-out behavior.

Severely Handicapped Children

In the context of an Individualized Educational Program, children who require instruction and training in programs serving pupils with autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbance or severe mental retardation. These children may be assessed by public school special education staff, regional center staff or another appropriately licensed clinical professional.

Sexual Abuse [PC 11165.1(a)(b)(c)]

See "Child Abuse."

Sexual Assault [PC 11165.1(a)(b)]

Conduct in violation of one or more of the following sections: Section 261 (rape), 264.1 (rape in concert), 285 (incest), 286 (sodomy), subdivisions (a) and (b) of Section 288 (lewd or lascivious acts upon a child under 14 years of age), 288a (oral copulation), 289 (penetration of a genital or anal opening by a foreign object), or 647a (child molestation).

Sexual Conduct

Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals; masturbation for the purpose of sexual stimulation of the viewer; sadomasochistic abuse for the purpose of sexual stimulation of the viewer; and exhibition of the genitals, pubic or rectal areas of any person for the purpose of sexual stimulation of the viewer.

Sexual Exploitation [PC 11165.1(c)]

Conduct involving matter depicting a minor engaged in obscene acts in violation of Section 311.2 (preparing, selling, or distributing obscene matter) or subdivision (a) of Section 311.4 (employment of minor to perform obscene acts).

Any person who knowingly promotes, aids or assists, employs, uses, persuades, induces or coerces a child, or any person responsible for a child's welfare who knowingly permits or encourages a child to engage in, or assist others to engage in, prostitution or a live performance involving obscene sexual conduct or to either pose or model alone or with others for the purpose of preparing a film, photograph, negative, slide, drawing, painting or other pictorial depiction involving obscene sexual conduct. "Person responsible for a child's welfare" means a parent, guardian, foster parent, or a licensed administrator, or employee of a public or private residential home, residential school, or other residential institution.

Any person who depicts a child in, or who knowingly develops, duplicates, prints, or exchanges, any film, photograph, video tape, negative, or slide in which a child is engaged in an act of obscene, sexual conduct, except for those activities by law enforcement and prosecution agencies and other persons described in subdivisions (c) and (e) of Section 311.3."

Sexual Orientation

The asexual, heterosexual, homosexual (including gay and lesbian) or bisexual lifestyle of an individual. It does **not** include pedophilia, deviant sexual behavior or acts, which require registration as a sex offender.

SFA

See "Service-Funded Activity."

SFH

See "Out-of-Home Care Facilities."

Shelter Care Facility

See "Out of Home Care Facilities."

Sibling

A child related to another person by blood, adoption or affinity through a common legal or biological parent.

Single Index (SI)

Computer system with case and persons records data for all programs. Replaced the Welfare Case Management and Information System (WCMIS).

SIR

See "Special Incident Report (SIR)."

Small Family Home (SFH)

See "Out-of-Home Care Facilities."

Special Education Local Planning Area (SELPA)

A specific plan for the education of all individuals with exceptional needs residing in a specific area. A SELPA may be developed for an individual school district, if of sufficient size and scope, developed in conjunction with one or more school districts, or if necessary, administrated by a County Office of Education.

Special Education Services

1. Special Education

Specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program, and related services that may be needed to assist these individuals to benefit from specially designed instruction.

2. Individuals with Exceptional Needs

Children with mental retardation; hearing impairments including deafness; speech or language impairments; visual impairments including blindness; serious emotional disturbance; orthopedic impairments; autism; traumatic brain injury; other health impairments; or specific learning disabilities and who, by reason of disability, need special education and related services.

3. Related Services

Transportation, developmental, corrective, and other supportive services which are required to assist a disabled child to benefit from special education. Related services include speech pathology and audiology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services, and medical services for diagnostic or evaluation purposes. The term also includes school health service, social work services, and parent counseling and training.

Special Health Care Needs

Assembly Bill 2268, defines children with special health care needs as those children who are either temporarily or permanently dependent upon medical equipment or in need of other specific kinds of specialized in-home health care, as determined by the child's physician. See "medically fragile."

Special Immigrant Status (SIS)

The Immigration and Naturalization Service status for certain undocumented court dependent children who are deemed eligible for long-term foster care and for whom it has been determined that it is not in their best interests to be returned to their country of nationality. For eligibility purposes, nationals of the U.S. in unincorporated

U.S. territories such as American Samoa, Guam, or the American Virgin Islands are considered U.S. citizens and therefore do not need special immigration status.

1. Special Immigrant Status (SIS) Unit

The Department's established unit of Children's Social Workers (CSWs) to provide child welfare services exclusively to children eligible for SIS during the application process.

Special Immigrant Status (SIS) Unit

See "Special Immigrant Status (SIS)."

Special Incident Report (SIR)

A report made to DCFS and CCLD by a group home, small family home or foster family agency as required by the Special Incident Reporting Guide for Residential Facilities or a report made by a foster family home as required per MPP, Title XXII, Division 6, Chapter 7.

Reportable incidents include serious behavior incidents, serious injuries, unauthorized absences (AWOLs), abuse, and any significant changes in the facility status, which may have an impact on residents.

Special Needs Child

In the context of the Adoptions Assistance Program (AAP), a child whose adoption, without financial assistance, would be unlikely due to one or more of the following factors:

1. age (three years or older)
2. ethnic background, race, color or language
3. mental, physical, emotional or medical handicap
4. adverse parental background
5. membership in a sibling group which should remain intact.

In the context of protective services child care, a child who is mentally or physically incapable of caring for him/herself, as verified by a physician or a licensed or certified psychologist, and requires separate accommodations to be provided with basic child care.

In the context of dependency court, a special needs child is one who has had three or more placements during a 12-month period or has been detained at MacLaren for 60 days and has a diagnosis or history of one or more of the following:

1. Conduct disorder with aggressive tendencies or antisocial behavior
2. Attention deficit disorder treated by psychotropic drugs
3. Self-destructive or suicidal behavior
4. Use of psychotropic drugs
5. Developmental disability
6. Firesetting, manifestation of psychotic symptoms
7. Somatizing or chronic depression or social isolation
8. Severe sexual acting-out behavior and/or, substance abuse.

Specialized Care Incentives and Assistance Program (SCIAP)

A program that provides State General Fund money to counties for incentives and assistance in the area of specialized care. The funds are allocated annually and are based upon a county's AFDC-FC population during the prior fiscal year. The expenditure of SCIAP funds for foster children can be used to purchase goods and services on a non-recurring or as needed basis.

The following are examples of some of the items these funds can be used to purchase: wheelchair ramps, apnea monitors, glasses, psychiatric visits, orthodontia, equipment and/or activities which will stimulate the child's physical and/or emotional growth.

Specialized Care Programs

The CDSS approved DCFS programs, which authorize the payment of specialized care increments to meet the needs and special expenses of certain children with physical/mental problems of varying degrees of severity.

1. Specialized Care Rate (Schedule "D").

The DCFS specialized care rate paid on behalf of a foster child with special needs. It includes both the basic rate (Schedule "B") and an additional specialized care increment. This rate is for seriously emotionally disturbed children in foster care. It provides payment commensurate with care for children who present severe and chronic emotional and behavioral problems and who could benefit from placement in a specialized family home.

2. Specialized Care Rate (Schedule "F").

DCFS specialized care rate for physically handicapped (PH), HIV-exposed/positive and/or substance-exposed children placed in foster family, relatives' or nonrelated legal guardians' homes and developmentally disabled (DD) and PH children placed in state-licensed small family homes which are not regional center-vendorized.

Specialized Foster Care Home

Any licensed foster family home or certified license pending family home where the foster parents have been trained to provide the specialized in-home health care (see definition) to those children with special health care needs (see "Special Health Care Needs"). This includes relative caregivers.

Specialized In-Home Health Care

Includes, but is not limited to, those services identified by the child's primary physician as appropriately administered by an out-of-home caregiver trained by health care professionals pursuant to the discharge plan of the facility releasing the child being placed in, or currently in, out-of-home care. See "Specialized Foster Care Home."

SPP

See "Service Provider Payments."

Start Taking Action Responsibly Today (START) Unit

A multi-disciplinary team staffed by skilled professionals from DCFS, Probation Department, Department of Mental Health, representatives from the Los Angeles County Office of Education, the Los Angeles Unified School District and other disciplines to address the growing concern of Los Angeles County regarding dependent youths who exhibit predelinquent/delinquent behaviors.

1. Core Team

A group which consists of the youth, START Unit CSW, care provider, Los Angeles County Office of Education/Division of Dependency court and community schools/START Unit Educator, Los Angeles Unified School District Pupil Services Attendance (PSA) START Unit Counselor, START Unit Clinical Psychologist II, and START Unit Deputy Probation Officer, and provides the primary intervention and casework services.

2. Support Team

A group which consist of, but is not limited to, the following: non-core team DCFS Staff, e.g., START Unit SCSW, Technical Assistant (TA); Independent Living (ILP) Coordinator; Emancipation Assistance (EA); clerical; health/medical professionals; school personnel; dependency court staff; attorneys; Court-Appointed Special Advocates (CASAs); and California Community Colleges Foundations' Emancipation Preparation Advisors.

State Preschools

Preschools similar to Headstart, but funded by the California Department of Education (CDE).

State Supplementary Program (SSP)

California's supplemental payment to the federal SSI (see "Supplemental Security Income").

Stay

In a legal context, a temporary postponement or delay in implementing the order of the court, pending a request for rehearing, reconsideration, writ, appeal or other court proceedings. Stays are discretionary and may or may not be granted by the court that made the order.

Stepparent Adoption

An adoption in which a stepparent is the petitioner and one birth or adoptive parent retains custody and control of a child.

Stepparent Adoption Petitioner

The person who has petitioned to adopt his or her stepchild.

Subpoena

A written legal order directing a person to appear in order to give testimony in court or in a deposition.

Subpoena Duces Tecum (D/T)

A subpoena, which summons certain documents or records, specified in the subpoena to be produced in court or in a deposition.

Substance Abuse Testing

Chemical analysis to determine if certain drugs, including alcohol or controlled substances, are present, indicating that a person has used or has in his or her system a specified drug or substance.

1. Drug

In the context of substance abuse, any chemical substance that alters mood, perception, or consciousness and is misused to the apparent injury of the individual or society.

2. Medical Review Officer (MRO)

The physician who specializes in forensic evidence (such as substance abuse), who will review all positive test results and determine if such results are due to the illegal use of one or more of the five drugs for which all samples will be tested.

3. Positive Screen

The result of the SAP 5 which indicates one of the five substances was found to be present in the urine sample provided, indicating the ingestion or other type of use of one or more of the five drugs.

4. Random Drug Testing

The process for the unscheduled substance abuse testing for DCFS clients.

5. SAP 5

The actual specimen collection tests or screen of the five major drug groups for which all urine specimen will be screened. The SAP 5 includes amphetamines, cocaine, marijuana, phencyclidine and opiates.

6. Test Results

The results which will list the presence, or lack thereof, of any of the five controlled substances, which will be provided to the case-carrying Children's Social Worker (CSW) or Children's Law Center (CLC) of Los Angeles attorney.

See "Family Preservation Program."

Substantiated Referral [PC 11165.12(b)]

A report, which is determined by the investigator, based upon some credible evidence, to constitute child abuse or neglect.

Substitute Adult Role Model Services

See "Family Preservation Program."

Sufficient Clothing Supply

A minimum supply of garments which are sufficient to meet a child's basic needs for sleeping, play, school and dress for one week.

Summary of Recommendation (SOR)

A brief synopsis of what the CSW is recommending to the court for an impending court hearing concerning the case plan for a child. This synopsis is provided to Court-Appointed Special Advocates (CASAs), foster parents; communities care facilities, the custodian of the child and any foster family agency having custody of the child.

Supplemental Petition

See "Petition."

Supplemental Report

See "Reports."

Supplemental Security Income (SSI)

A federal program administered by the Social Security Administration (SSA) for persons who are aged, blind or disabled and have little or no income and/or resources. Children may be eligible if blind or disabled.

Support Services

See "Healthy Start Support Services for Children Act."

Support Team

The multidisciplinary assessment team, identified by the case-carrying CSW, who provides direct/linkage services and input in the assessment and case plan implementation of the emancipation plan. The team members may include, but are not limited to: DCFS staff (e.g., SCSW, Resource Coordinator/Educational Liaison, TA, PHN, clerical), health/medical professionals, school personnel, dependency court staff, attorneys, employment counselors, Emancipation Preparation Advisors, extended family members, etc. See "Emancipation" and "Start Taking Action Responsibly Today (START) Unit."

Supportive Case Record

See "Preponderance of Evidence Model (POEM)."

Surrogate Adoption

An adoption in which the petitioner is the wife whose husband's sperm fertilized the egg of a surrogate mother. A judgment of paternity must be issued prior to initiating an application for a surrogate adoption. The procedures and fees are the same as for stepparent adoption.

Surrogate Adoption Petitioner

The person who has petitioned to adopt a child in a surrogate adoption.

Surrogate Mother

See "Mother."

Surrogate Parent

In the context of educational decision making, a person appointed by a Local Education Agency (LEA) to represent an individual with exceptional needs in matters relating to identification, assessment, instructional planning and development, educational placement, reviewing and revising the individualized education program, and in other matters relating to the provision of a free, appropriate education to the individual. The surrogate parent may sign any consent relating to the individualized education purposes. See "Local

Education Agency (LEA)," "Special Education Local Planning Area (SELPA)" and "Special Education Services."

Surrounding Counties

In the context of the Child Protection Hotline (CPH), case name and case assignment criteria, Kern, Orange, Riverside, San Bernardino and Ventura Counties.

Suspected Child Abuse Report (SCAR)

The written report mandated by Penal Code Section 11166 of the Child Abuse and Neglect Reporting Act (CANRA). This section requires that mandated reporters (as defined by CANRA) send a written report to the child protective agency to which they made the required verbal report.

Note: Follow-up reports from police and sheriff's departments, probation departments and other county welfare departments are designated as cross-reports (see definition).

T

TANF

See "Temporary Assistance for Needy Families."

Targeted Recruitment

Search for an adoptive family for a specifically identified child. This search may include attendance of child at one or more recruitment events, highlighting of child via photos and profile or appropriate videotaping of child for purpose of recruitment. See also "One Church, One Child (OCOC) of Los Angeles."

Teaching and Demonstrating Homemaker Services

A community resource that provides homemaking instruction through discussion and example, to parent(s)/legal guardian(s), or other adult(s) fulfilling the parental role, and or families when parents)/legal guardian(s) functioning can be improved by teaching more effective child care skills and home maintenance.

Team Decision-Making

A process utilizing a multidisciplinary assessment and team approach in working with children and their families. Includes community-based social workers and other child and family service providers that assist the family in identifying local supports that could help reduce stresses and improve family life. Parents play a key role in identifying their needs and the supports that would be most helpful in addressing them.

Technical Assistant (TA)

Staff performing this function are Eligibility Workers who are assigned the specific tasks of assisting CSWs in completing routine tasks associated with the Title IV-E program that must be completed. The TA/EW tasks are unit-focused rather than individual need of the CSW.

Teen Pregnancy Disincentive Program, The

A program for unmarried pregnant or parenting teens who, as a condition of receiving AFDC benefits, are required to have a Child Protective Services (CPS) assessment, development of a safety plan, and provision of Minor Parent Services (MPS) by DCFS. It is administered by the Runaway Adolescent Project (RAP).

1. Minor Parent Services (MPS)

Home-based services provided to a minor parent and her children, designed to support families and provide education to minor parents about issues such as infant health and development, nutrition, parenting skills and life skills. MPS shall include, but are not limited to, appropriate periodic in-home visits; ongoing assessment of the infant's and minor parent's circumstances and conditions; and referrals to appropriate community services to meet the specific safety needs of the minor parent and her child(ren). MPS are the implementation of the safety plan.

2. Child Protective Services (CPS) Assessment

In the context of the Teen Pregnancy Disincentive Program, an investigation into the allegations made by the minor parent that living in the home of the senior parent(s), legal guardian or other adult relative would jeopardize the health or safety of the minor parent or her child(ren).

3. Minor Parent

Anyone under the age of 18 years who is either pregnant or the custodial parent of a child and who has never been married.

4. Safety Assessment

In the context of the Teen Pregnancy Disincentive Program, an evaluation of the minor parent's living arrangement, her independent living skills and ability to care for her child(ren).

5. Safety Plan

In the context of the Teen Pregnancy Disincentive Program, a plan developed with the minor parent for providing services to promote the health and safety of the minor parent and her child(ren). The safety plan shall specify the number and frequency of face-to-face, in-home visits required.

6. Senior Parent

The parent of a minor parent.

Temporary Assistance for Needy Families (TANF)

The federal program through which federal funds are provided to states for employment-related services and income assistance to low-income families who meet the eligibility criteria. The implementation of the federal TANF program in California is through the CalWORKs program.

Temporary Custody

The removal of a child from the home of a parent or legal guardian and placement or facilitation of placement of the child in the home of a non-offending parent, relative, foster caregiver; group home or institutional setting.

Temporary custody also includes:

1. Placing hospital holds on children;
2. Situations in which the child is living with a relative or an unrelated caregiver and all of the following conditions exist:
 - a. the child's parent is asking for the child to be returned home;
 - b. the CSW believes that the return of the child to his or her parent would place the child at risk of abuse, neglect or exploitation;
 - c. the CSW does not allow the child to be returned to his or her parent; and,
 - d. the child remains in the home of the relative or is placed in out-of-home care.
1. Situations in which the CSW interrupts an established Family Law Court custody or visitation orders when the CSW believes that if the order is carried out, the child would be placed in immediate risk of abuse, neglect or exploitation and the child is allowed to remain in the home of the non-offending parent; and,
2. Situations in which DCFS requests that law enforcement remove a child from the home of his or her parent/legal guardian and the CSW places the child with a relative or unrelated caregiver.

If a child is not released to his or her parent or legal guardian within 48 judicial a WIC 300, 342 or 387 petition must be filed before the expiration of 48 judicial hours. See also "Release."

Temporary Parental Address

Transitory residence of a parent such as a shelter, hospital, treatment program, etc.

Terminated Case

All DCFS segments are terminated.

Termination Clothing Gift Certificates

Gift certificates issued to emancipating youths. A maximum of four gift certificates totaling \$200.00 may be issued. See "Emancipation."

Termination of Parental Rights (TPR)

When a child is declared free from the care custody and control of his or her birth parents by court action.

Test Results

See "Substance Abuse Testing."

Testing

See "Substance Abuse Testing."

Therapeutic Child Care

Specialized care and treatment for children with severe emotional or behavioral problems in a safe, nurturing and supportive environment which meets the guidelines, criteria, philosophy and standards of DCFS.

Therapeutic Day Treatment Services

See "Family Preservation Program."

Title IV-E

The section of the Social Security Act that provides for foster care maintenance payments for children placed in out-of-home care resulting from judicial determination or pursuant to voluntary agreement entered into by the child(ren)'s parent(s) or legal guardian(s) with a placement agency.

TPR

See "Termination of Parental Rights."

Training

See "Children's Social Worker (CSW) Self-Directed Training."

Training/Employment Services

See Employment/Training Services under "Family Preservation Network."

Transfer Date

Date entered on the DCFS 4361, Children's Services Case Transfer Notification, by the sending office Transfer Clerk indicating the date the case leaves the office.

Transitional Housing Placement Program (Emancipation Plus)

This housing program is designed to further the goals of the Independent Living Program. It serves as a bridge to ensure foster youth are properly trained and have affordable housing arrangements to integrate into the community when emancipated from foster care. This program targets pre-emancipated 16-19 year olds in their senior year of high school. Youth are placed in apartments with roommates. Placement in the program is for one year and priority is given to youth in group homes.

Transitional Housing Program (THP) for Emancipated Youth

The Department of Children and Family Services, in partnership with United Friends of the Children Bridges (UFC), operates the housing program which is designed to provide transitional housing support for emancipated foster youth between the ages of 18 and 21 who are not ready to live independently. The Program provides assistance with housing needs and the maximum allowable assistance is for 18 months. All youths are required to work while living in the program.

Transitional Independent Living Plan (TILP)

As defined by the California Department of Social Services (CDSS), a written description of the programs and services, including employment and ILP, as appropriate, based on an assessment of the individual youth's skills and abilities, which will help him/her prepare for the transition from out-of-home care to independent living. The TILP is incorporated into the case plan/case plan update for every youth age 16 years or older in out-of-home care who is able to participate in and benefit from ILP services. A copy of the TILP is given to the youth.

Transitional Services

See "Family Preservation Program."

Transportation Assistance/Services

See "Child Health and Disability Prevention (CDHP) Program" and "Family Preservation Program."

Trial Attorney

In the context of dependency court actions, the County Counsel who represents the interests of DCFS. See "County Counsel" and "Auxiliary Legal Services (ALS)."

Trustline

Statewide registries for license-exempt child care providers. Providers registered with the Trustline must have criminal record clearances showing they have not been convicted of a child-related crime.

Trustline-Exempt

Grandparents, aunts and uncles of children receiving child care are not required to register with the Trustline in order to receive DCFS FBG child care. Certified school district personnel are not required to register with the Trustline, but do not receive DCFS-funded child care.

U

Unattached Applicant

In the context of adoption, a person who has applied to adopt a child but has not been matched with an available child, and is therefore considered "unattached" to a particular child. See "Attached Applicant."

Unattached Child

In the context of adoption, a child for whom adoption is the identified permanent plan but for whom no prospective adoptive parent has been identified. See "Attached Child" and "Unattached Applicant."

Undocumented Child

A child from any other country who resides in the United States without current legal immigration status (e.g., citizenship, permanent residency, unexpired immigration visa). Although not born in the U.S., persons born in unincorporated U.S. territories, such as American Samoa or the American Virgin Islands, is U.S. citizens.

Unfounded Referral [PC 11165.12(a)]

A report which is determined by the child protective services investigator who conducted the investigation, to be false to be inherently improbable, to involve an accidental injury, or not to constitute either child abuse or neglect.

Unhealthy Living Condition

An environment condition of the child(ren)'s residence which can have a detrimental effect on the health, safety and well being of the child(ren) living in such an environment.

- Department of Health Services (DHS) Environmental Health Section:

The DHS section which either will accept referrals regarding unhealthy living conditions and investigates the reports or makes referrals to appropriate agencies who can handle the complaint.

Universal Precautions

An aggressive, standardized approach to infection control which treats all human blood and certain body fluids as if they were known to contain blood-borne pathogens. See "Blood-Borne Pathogens."

Unjustifiable Punishment (PC 11165.3)

See "Willful Cruelty or Unjustifiable Punishment (PC 11165.3)"

Unlicensed Child Care

Child care services provided by a person who does not meet the criteria for license-exempt status and who, therefore, must be licensed by Community Care Licensing Division (CCLD) but is not. DCFS staff have a mandatory reporting responsibility to notify CCLD of any unlicensed child care providers. Failure to make this report to CCLD is a misdemeanor. CCLD will give these providers 15 days to either apply for a license or close the facility. See "Licensed Child Care" and "License-Exempt Child Care."

Unlawful Corporal Punishment or Injury (PC 11165.4)

The willful infliction upon a child of any cruel or inhuman corporal punishment or injury resulting in a traumatic condition.

Note: This does not include an amount of force that is reasonable and necessary for a peace officer **or** a person employed by or engaged in a public school to quell a disturbance threatening physical injury to person or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the child, or (for a peace officer) to apprehend an escapee.

UVPS

See "Automated Special Payments System."

Verification of Completion

See "Children's Social Worker (CSW) Self-Directed Training."

VFR

See "Voluntary Family Reunification (VFR)."

Victims of Crime (VOC) Program

A program which provides qualified victims with reimbursement for specified expenses directly related to a crime (must include physical injury or threat of injury) and not reimbursed by other resources. Funds for the program come primarily from fines imposed by state and federal courts on individuals who have committed crimes.

1. Service Provider

In the context of VOC, the individual or agency provides direct medical or therapeutic services to the crime victim.

2. Reimbursable Expenses

In the context of VOC, expenses that are directly related to the crime and not reimbursed from other sources. They include medical/dental care, mental health counseling, financial support (wage/income), special schooling, physical/occupational therapy, job training and funeral/burial expenses.

3. Eligible Victim

There are two categories of eligible victims:

a. Direct Victim

A resident of the State of California, or a member of the military stationed in California, or a family member living with a member of the military stationed in California who sustains injury or death as a direct result of a crime.

b. Derivative Victim

A resident of California who is one of the following:

1. At the time of the crime was the parent, sibling, spouse or child of the victim; or
2. At the time of the crime was living in the household of the victim; or
3. A person who had previously lived in the household of the victim for a period of not less than two years in a relationship substantially similar to a parent, sibling, spouse or child of the victim; or,
4. Is a primary caretaker of a minor victim who assumed the role **after** the crime with an incident date on or after September 22, 1998.

Visit/Visitation [CDSS MPP 31-002 (v)(B)]

Face-to-face contact between the child and his or her parent(s), legal guardian(s), sibling(s), grandparent(s) and/or others. See "Monitored Visits."

Visual Examination

In the context of disrobing a child, viewing the identified child victim's body for observable injuries, e.g., severe diaper rash, burns, cuts, bruises, and/or welts, which may be the result of an act of abuse, neglect or exploitation, other than sexual abuse. A visual examination may be done with the child fully clothed, by rearranging clothing (see definition), or by disrobing the child (see "Disrobing a Child"). Having a face-to-face contact with the child is not considered a "visual examination."

Vital Records

Documents pertaining to birth, death, marriage and divorce.

1. Birth or Death Verification

Verification of a person's birth or death via the Vital Statistics Inquiry (VSI).

2. Bone Age Study

The report of an examination by a physician of the bones of a child to estimate the child's skeletal age.

3. Certified Certificate

A legal document verifying a person's birth, death or marriage, obtained from a government's vital statistics agency. The certificate must include the agency's official stamp/seal.

4. Certificate of Finding of Unknown Child

Document obtained to serve the purpose of a birth certificate for foundlings under one year of age.

5. Delayed Birth Certificate

A document that is issued by the State Registrar of Vital Statistics following submission of a court order establishing birth and a court order of delayed registration of birth.

Voluntary Family Maintenance (VFM)

The provision of non-court, time-limited protective services to families whose children are in potential danger of abuse, neglect, or exploitation when the children can safely remain in the home with DCFS services. In order to receive VFM services, the family must be willing to accept them and participate in corrective efforts to ensure that the child's protective needs are met. There is a six-month time limit for this service.

Voluntary Family Reunification (VFR)

The foster care placement of a child by or with the participation of DCFS acting on behalf of CDSS, after the parent(s)/guardian(s) of the child have requested the assistance of DCFS and signed a voluntary placement agreement form.

1. Reimbursement

Federal requirement that counties seek reimbursement from the parent(s)/guardian(s) on a statewide sliding scales according to income.

a. Gross Family Income

Income for all family members before deduction of taxes, or for self-employed persons, the income for all family members after deducting the costs of doing business.

b. Liquid Assets

Family assets which can be easily converted into cash, including but not limited to current savings and checking account balances, and the current market values of stocks, bonds, and mutual funds.

c. Monthly Liability

The amount the parent(s)/guardian(s) is expected to pay to the county and/or to the contracting providers for family reunification services received by the family during the calendar month.

d. Monthly Liability Schedule

Payment schedule established for various economic areas, which has been computed by CDSS. It is used to complete the DCFS 4340, Monthly Liability Determination.

e. Net Income

The family's gross income less any allowable expenses.

Volunteer

A person who is enrolled in the DCFS Volunteer Program and is available for volunteering.

Volunteer Orthodontist

See "Pro Bono Orthodontia Program."

Volunteer Supervisor

A DCFS employee designated and assigned by a Resource Coordinator to supervise a DCFS volunteer on a specified assignment.

Volunteering

Defined in the Fair Labor Standards Act (FLSA) as different from employment and consisting of freely performed service or work provided without the promise, expectation or receipt of compensation for such services.

Note: Reimbursement for expenses or payment of honoraria may be allowed. Volunteering may not be required for employment, coerced or obtained by pressure, direct or indirect. An employee of the Department may not volunteer for the Department in the same functions for which (s)he is usually employed.

VSI

See "Vital Statistics Inquiry."

Vital Statistics Inquiry (VSI)

The Los Angeles County Recorder computer system with recorded birth, death and marriage data.

W

Waiver

In the context of out-of-home care licensing, a condition approved by CDSS Community Care Licensing that allows for a temporary suspension of a Title 22 regulation for a given period of time. An example is the suspension of a licensing regulation as to the number and ages of children.

WIC 241.1 Joint Assessment

Whenever a child appears to come within both WIC Sections 300 and Section 600 or 602, the county probation department and welfare department jointly develop written protocol to determine which status will serve the best interests of the child. The recommendations of both departments are presented to the dependency court with the petition that is filed on behalf of the child and the court determines which status is appropriate for the child.

WIC 300

The Welfare and Institutions Code (WIC) section that describes abuse, neglect, exploitation, and other endangerment situations and conditions whereby a child may be removed from the care and custody of parents or legal guardians and declared a dependent of the court under DCFS supervision.

WIC 300 Petition

See "Petition."

WIC 301 Program of Supervision

A program undertaken between the social worker and the child in lieu of filing a petition or, subsequent to the dismissal of a petition already filed. The social worker will attempt to ameliorate the situation that brought the child within, or creates the probability that the child will be within the jurisdiction of Section 300. The parent(s) and/or legal guardian(s) enter into a contract with DCFS, which will allow the CSW to supervise the children in their home for a period of up to six months. If all parties agree, the period of supervision can be extended for an additional six months if it can be shown that the objectives of the service plan can be achieved during that service period.

WIC 317 (Panel Attorneys)

See "County Counsel."

WIC 321 Rehearing, a.k.a. "Dennis H. Hearing"

See "Hearings."

WIC 342 Petition

See "Petition."

WIC 360 (b)

When the court sustains jurisdictional language but does not declare the child a dependent child of the court. The CSW supervises the children in the parent(s) or legal guardian(s) home for a period consistent with the WIC Section 301. The court will order a report from the CSW prior to dismissing the case.

WIC 601

The Welfare and Institutions Code section that describes habitual or persistent behaviors known as "status offenses" whereby a child may be declared a ward of the court under Probation Department supervision. A status offense is an act, which would not ordinarily be considered against the law if committed by an adult. Such offenses include running away, curfew violations, incorrigibility, and/or truancy.

WIC 602

The Welfare and Institutions Code section that permits the criminal prosecution of a child suspected of committing a misdemeanor or felony. If the charges are sustained, the child may be declared a ward of the court under the Probation Department or California Youth Authority supervision.

WIC 652

The WIC Section that requires a Deputy Probation Officer (DPO) to initiate an investigation as (s)he deems necessary to determine whether proceedings in the dependency court should commence whenever (s)he has cause to believe that a child comes within the provisions of WIC Section 601 or 602.

WIC 654

The Welfare and Institutions Code section that permits the Probation Department, in lieu of filing a petition, to declare a child a dependent or a ward of the court under Section 601 or 602, to engage in a program of informal supervision in order to provide services to the child and his or her family.

WIC 725(a)

The WIC Section that permits the court to find a petition pursuant to WIC 601 or 602 to be true without declaring the child a ward of the court. The child is placed under the supervision of the Probation Department for a period not to exceed six months.

Willful Cruelty or Unjustifiable Punishment (PC 11165.3)

A situation where any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered.

Wraparound

Wraparound is an approach to service planning and delivery that is family-centered, strengths-based and needs-driven.

Writ

An emergency finding in the State Court of Appeal requesting a ruling on a disputed order of the court. This type of action is necessary following an adverse decision or order by a judge, which DCFS believes, places a child at risk. It seeks emergency relief pending a full hearing by the Appellate Court.

Written Report

In the context of the Child Abuse and Neglect Reporting Act (CANRA), a written allegation of child abuse, neglect or exploitation. Written referrals may come from sources such as the Child Protection Hotline (CPH); We TIP; mandated reporters submitting a SS 8572, Suspected Child Abuse Report, without having done verbal reports; and, other agencies or individuals.

X

Youakim

A relative foster care placement case that is eligible for federal foster care payments. The decision in the case of Youakim vs. Miller stated that a person cannot be denied federal foster care payments simply because (s)he is related to the child.

Home of Removal

In the context of federal foster care for relatives, the home where the alleged abuse or neglect occurred and in which the court ordered the child removed.

Youth Opportunities United (YOU)

A non-profit public benefit corporation made up of business and professional persons from the community whose sole purpose is to raise and distribute funds to benefit children served

by DCFS.

Z